VMLO*! (MONITORING LOCATION CODE) 1 character

This field is both a WENDB and a Key data element. It represents the monitoring location of the parameter.

MQAV* (MEASUREMENTS: QUANTITY: AVERAGE) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the QUANTITY AVERAGE section on the DMR, that number is entered in this field.

MQMX* (MEASUREMENTS: QUANTITY: MAXIMUM) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the QUANTITY MAXIMUM section on the DMR, that number is entered here.

MCMN* (MEASUREMENTS: CONCENTRATION: MINIMUM) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the CONCEN-TRATION MINIMUM section on the DMR, that number is entered here.

MCAV* (MEASUREMENTS: CONCENTRATION: AVERAGE) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the CONCEN-TRATION AVERAGE section on the DMR, that number is entered here.

MCMX* (MEASUREMENTS: CONCENTRATION: MAXIMUM) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the CONCEN-TRATION MAXIMUM section on the DMR, that number is entered here.

REXC (REPORTED # OF EXCURSIONS) 2 characters

This field represents the number of excursions reported on the DMR form.

RFRQ (REPORTED FREQUENCY OF ANALYSIS) 5 characters

This field represents the frequency of analysis used by the permittee and requested on the DMR form.

RSAM (REPORTED SAMPLE TYPE) 2 characters

This field represents the sample type used by the permittee and reported on the DMR form.

RUNT (REPORTED QUANTITY UNIT CODE) 2 characters

This field represents the unit of measurement used by the permittee when the sample was taken. Data is entered in this field only when the reported unit of measurement is different from the unit of measurement on the limit record.

RCUN (REPORTED CONCENTRATION UNIT CODE) 2 characters

This field represents the unit of measurement used by the permittee when the sample was taken. Data is entered in this field only when the reported unit of measurement is different from the unit of measurement on the limit record.

NODI* (NO DATA REASON CODE)   1 character

This field is a WENDB data element, if applicable.   It represents the reason why this parameter was not discharged.

ACCEPT?   Y/K/N/M/P   1 character

The valid responses to this field are:

Y   (Yes) accepts the data entered and displays a refreshed screen.
K   (Keep) accepts the data entered, displays a refreshed screen and retains the Key data elements from the previous screen.
P   Accepts data entered and keeps everything.
N   (No) does not accept the data entered and displays a refreshed screen.
M   (Main Menu) does not accept the data entered and the system displays the Main Menu.

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2.10.3 EVIO Key Screen

```
07:30:59                       PCS-ADE                          PCDEKEYE
11/06/90                                              SCREEN ID: EVIO

                          EFFLUENT MEASUREMENTS

                              KEY SCREEN

            PERMIT # _____        TRANS CODE _
            MONITORING PERIOD END DATE _____
            DO YOU WISH TO USE THE CYCLE OPTION? (Y/N) _
            DO YOU WISH TO CYCLE THROUGH 'PREVIOUS' LIMITS? (Y/N) _


            DISCHARGE NUMBER ___
            REPORT DESIGNATOR _
            PARAMETER CODE _____
            MONITORING LOCATION _
            PIPE NODI? (Y/N) N    (NOT ALLOWED WITH CYCLE OPTION)


            RANGE CHECKING? (Y/N) N
            RANGE TABLE ID: _____
            USE NATIONAL DEFAULT TABLE? (Y/N) N



        ACCEPT? Y/N/M: Y                        VERSION 2.2   11/02/89
```

Effluent Measurement Key Screen (EVIO)

NPID*! PERMIT # 9 characters

This field is both a WENDB data element and a Key data element.

TRANS CODE 1 character

This field contains the action being taken.

DO YOU WISH TO USE THE CYCLE OPTION? (Y/N) 1 character

The valid options for this field include:

    Y   Yes
    N   No

DO YOU WISH TO CYCLE THROUGH PREVIOUS LIMITS? (Y/N) 1 character

In PCS previous limits are called "ghosted limits". The valid options for this field include:

    Y   Yes
    N   No

MVDT*! (MONITORING PERIOD END DATE) 6 characters

This field is both a WENDB and a Key data element. This date comes from the Monitoring Period End Date on the DMR and should be the last day of the month.

VDSC*! (DISCHARGE NUMBER) 3 characters

This field is both a WENDB and a Key data element. This is the number associated with this discharge. It must be the same as the DSCH field on the Pipe Schedule record.

VDRD*! (REPORT DESIGNATOR) 1 character

This field is both a WENDB and a Key data element. The entry signifies the report designator. It must be the same as the DRID field on the Pipe Schedule record.

Note: For retrieval purposes, the following acronym and field can be used. It is a combination of the DISCHARGE NUMBER and the REPORT DESIGNATOR.

VDSG (COMBINED DISCHARGE NUMBER AND DESIGNATOR) 4 characters

This acronym is for retrieval purposes only. It is created by a combination of the DISCHARGE NUMBER and REPORT DESIGNATOR fields. It can be used for Inquiry and Retrieval purposes.

VPRM*! (PARAMETER CODE) 5 characters

This field is both a WENDB and a Key data element. It is the STORET Parameter code. The valid codes for this field can be found in TABLE 160 in the *PCS Codes and Descriptions Manual.*

Examples of valid codes are:

00011	Temp degrees fahrenheit
00300	Dissolved Oxygen
00310	BOD
00400	pH
00530	TSS
00610	Ammonia
50050	Flow

VMLO*! (MONITORING LOCATION) 1 character

This field is both a WENDB and a Key data element. This code identifies the location from which the sample is to be taken. The valid codes for this field can be found in TABLE 080 in the *PCS Codes and Descriptions Manual.* Examples of valid codes are:

G	Influent point
1	Effluent point
5	Upstream point
6	Downstream point
K	% removal

NODI* (PIPE NODI? Y/N) 1 character

This field is a WENDB data element if the pipe did not discharge anything for the monitoring period. If there was no discharge, a Y is entered in this field, otherwise this field should be skipped.

RANGE CHECKING (Y/N) 1 character

The valid responses to this field are:

Y   Yes will allow the user to use the range checking table.
N   No will not allow the user to perform range checking.

RANGE TABLE ID   5 characters

The Range Table ID is entered in this field. Contact the Regional or State PCS Coordinator for Range Table IDs.

USE NATIONAL DEFAULT TABLE? (Y/N) 1 character

The valid responses to this field are:

Y   Yes, if the National Default Table is to be used.
N   No, is used if the National Default Table is not to be used.

2.10.4 EVIO   Effluent Measurements-Type of Limit Screen 2

```
08:44:13                    MEASUREMENTS                      PCDEEVIO
11/14/90             TYPE OF LIMIT - CURRENT          SCREEN ID: EVIO
   PERMIT # _____    TRANS CODE _   DISCHARGE # __   REPORT DESIGNATOR _
   LIMIT TYPE _   PARAMETER _____ / TEMPERATURE, WATER  DEG. CENTIGRADE
   MONITORING LOCATION _  SEASON _  MODIFICATION NUMBER _  PIPE QUALIFIER _
                   - - - -  QUANTITY  LIMITS   - - - -
                   AVERAGE   MAXIMUM   UNIT NAME


              - - - - CONCENTRATION LIMITS - - - -
      MINIMUM    AVERAGE   MAXIMUM   UNIT NAME
                                     DEGREES CENTIGRADE
   -------------------- - - - - MEASUREMENTS - - - - --------------------
                     -----QUANTITY-----  -------CONCENTRATION--------
   MONITORING PERIOD  AVERAGE   MAXIMUM   MINIMUM   AVERAGE   MAXIMUM
     END DATE _____  _____  _____
   DMR RECEIVED DATE _____   RNC DETECTION : CODE _   DATE _____
                              RNC RESOLUTION: CODE _   DATE _____
   REPORTED # OF EXCURSIONS __   REPORTED FREQUENCY OF ANALYSIS ____
   REPORTED SAMPLE TYPE __       REPORTED QUANITY UNIT CODE __
                                 REPORTED CONCENTRATION UNIT CODE __
   NO DISCHARGE REASON CODE _    CHANGED MEASUREMENT/VIOLATION DATE _____

   ACCEPT? Y/C/K/N/M: K                        VERSION 2.2   11/02/89
```
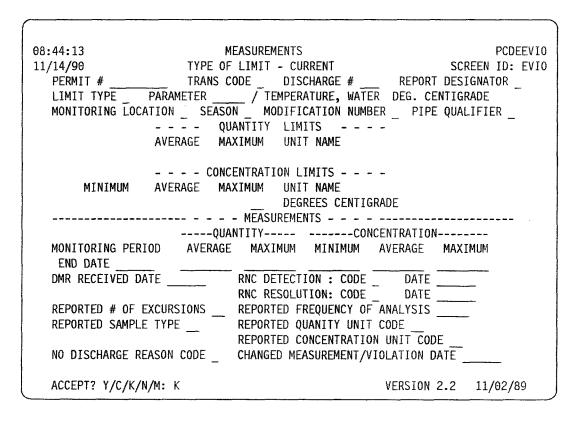
Figure 2-32. Effluent Measurement Data Screen (EVIO)

This screen appears with the fields on the top portion pre-filled with data currently on the system from the Limits record. It allows the data entry person to visually verify this information. These fields are not dis-

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cussed here as they have been discussed previously. The fields on the bottom portion of the screen, which require data entry, are described below.

MVDT*! (MEASUREMENTS: MONITORING PERIOD END DATE) 6 characters

This field is both a WENDB and a Key data element. This date is copied from the EVIO key screen and does not need to be entered again on this screen.

MQAV* (MEASUREMENTS: QUANTITY: AVERAGE) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the QUANTITY AVERAGE section on the DMR, that number is entered in this field.

MQMX* (MEASUREMENTS: QUANTITY: MAXIMUM) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the QUANTITY MAXIMUM section on the DMR, that number is entered in this field.

MCMN* (MEASUREMENTS: CONCENTRATION: MINIMUM) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the CONCEN-TRATION MINIMUM section on the DMR, that number is entered in this field.

MCAV* (MEASUREMENTS: CONCENTRATION: AVERAGE) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the CONCEN-TRATION AVERAGE section on the DMR, that number is entered in this field.

MCMX* (MEASUREMENTS: CONCENTRATION: MAXIMUM) 8 characters

This field is a WENDB data element, if applicable. If the permittee reported a value in the CONCEN-TRATION MAXIMUM section on the DMR, that number is entered in this field.

DMRR (DMR RECEIVED DATE) 6 characters

This field is the date the DMR was received by the agency. The value in this field will be generated by the system, if there is no data entered.

SNCE* (RNC DETECTION: CODE) 1 character

This field is a WENDB data element, if applicable. It is used for the manual entry of an RNC detection code. If no data is entered, the system will automatically generate this field when the RNC update program runs, if a violation has occurred. The codes for this field are are contained in TABLE 195 of the *PCS Codes and Descriptions Manual.*

SNDE* (RNC DETECTION: DATE) 6 characters

This field is a WENDB data element, if applicable. It is used for the manual entry of an RNC detection code. If no data is entered, the system will automatically generate this field when the RNC update program runs, if a violation has occurred.

SRCE* (RNC RESOLUTION: CODE) 1 character

This field is a WENDB data element. It is used for the manual entry of an RNC resolution code. If no data is entered, the system will automatically generate this field when the RNC update program runs, if a violation has occurred. The codes for this field are contained in TABLE 390 of the *PCS Codes and Descriptions Manual.*

SRDE* (RNC RESOLUTION: DATE) 6 characters

This field is a WENDB data element. It is used for the manual entry of an RNC resolution code. If no data is entered, the system will automatically generate this field when the RNC update program runs, if a violation has occurred.

REXC (REPORTED # OF EXCURSIONS) 2 characters

This field represents the number of excursions reported on the DMR form.

RFRQ (REPORTED FREQUENCY OF ANALYSIS) 5 characters

This field represents the frequency of analysis used by the permittee and requested on the DMR form.

RSAM (REPORTED SAMPLE TYPE) 2 characters

This field represents the sample type used by the permittee and reported on the DMR form.

RUNT (REPORTED QUANTITY UNIT CODE) 2 characters

This field represents the unit of measurement used by the permittee when the sample was taken. Data is entered in this field only when the reported unit of measurement is different from the unit of measurement on the limit record.

RCUN (REPORTED CONCENTRATION UNIT CODE) 2 characters

This field represents the unit of measurement used by the permittee when the sample was taken. Data is entered in this field only when the reported unit of measurement is different from the unit of measurement on the limit record.

NODI* (NO DISCHARGE REASON CODE) 1 character

This field is a WENDB data element, if applicable. It represents the reason why a parameter or an entire pipe did not have a discharge.

MVDT (CHANGED MEASUREMENT/VIOLATION DATE) 6 characters

This field is used to change the monitoring period end date of a measurement that is on file.

ACCEPT? Y/C/K/N/M 1 character

The valid responses to this field are:

    Y (Yes) accepts the data entered and displays a refreshed screen.
    C (Cycle) is used to cycle through the measurements. It will accept the data entered on the screen and display the next limit record to be entered.
    K (Keep) accepts the data entered, displays a refreshed screen and retains the Key data elements from the previous screen.

N (No) does not accept the data entered and displays a refreshed screen.

M (Main Menu) does not accept the data entered and the system displays the Main Menu.

2.11 Single Event Violation Data Type (SV) Screen

Single event violations are violations that are not a part of any other data type in PCS. This could include the facility operating without a certified operator, an unauthorized bypass of discharge, etc. The Other Menu is used to reach the Single Event Violations screen.

```
11/14/92              PCS-ADE Data Entry Subsystem              PCDEMENU
11:00:58                      Other Menu


              Enter screen ID or 'X' to select an option

              Screen ID: ____

              _   SVIO - Single Event Violations
              _   PPS1 - Pretreatment Summary
              _   EVHR - Evidentiary Hearings
              _   GRNT - Grants

              _   EXIT - Return to Main menu




        (PF1,13=Help; PF3,15=Main Menu; PF4,16=Quit; PF8=Bottom)
```

Figure   2-33. PCS-ADE Data Entry Subsystems Other Menu

2.11.1 SVIO Single Event Violations

The following PCS-ADE screen is used to enter Single Event violations.

```
 08:44:13                  SINGLE EVENT VIOLATIONS                    PCDESVIO
 11/14/90                                                      SCREEN ID: SVIO
    PERMIT # _____  TRANS CODE _
    VIOLATION CODE _____  VIOLATION DATE _____
    ----------------------------------------------------------------------

    RNC DETECTION CODE _
       RNC DETECTION DATE _____

    RNC RESOLUTION CODE _
       RNC RESOLUTION DATE _____


    REGIONAL FIELD 1 ___        REGIONAL FIELD 2 _____




                                        :·



    ACCEPT? Y/N/M: Y                            VERSION 2.2   04/27/90
```

Figure 2-34. Single Event Violation Screen (SVIO)

NPID*! (PERMIT # 9) characters

This field is both a WENDB and a Key data element.

TRANS CODE 1 character

This field contains the action being taken.

SVCD*! (VIOLATION CODE) 5 characters

This field is a Key and a WENDB data element. It represents the event code of the single event violation. A complete list of single event violation codes can be found in TABLE 550 of the *PCS Codes and Descriptions Manual.*

SVDT*! (VIOLATION DATE) 6 characters

This field is a Key and a WENDB data element. It represents the date the single event violation occurred.

SNCS* (RNC DETECTION CODE) 1 character

This field represents the manual RNC detection code. It is a WENDB data element. A complete list of RNC detection codes can be found in TABLE 195 of the *PCS Codes and Descriptions Manual.*

SNDS* (RNC DETECTION DATE) 6 characters

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This field represents the date the single event violation was detected as RNC. It is a WENDB data element.

SRCS* (RNC RESOLUTION CODE) 1 character

This field represents the manual RNC resolution code. It is a WENDB data element. A complete list of RNC detection codes can be found in TABLE 390 of the *PCS Codes and Descriptions Manual.*

SRDS* (RNC RESOLUTION DATE) 6 characters

This field represents the date on which the RNC was resolved. It is a WENDB data element.

RDS1 (REGIONAL FIELD 1) 3 characters

RDS2 (REGIONAL FIELD 2) 5 characters

These are user-defined fields. Check with the PCS Regional Coordinator for their use.

ACCEPT? Y/N/M 1 character

The valid responses to this field are:

    Y   (Yes) accepts the data entered and displays a refreshed screen.
    N   (No) does not accept the data entered and displays a refreshed screen.
    M   (Main Menu) does not accept the data entered and the system displays the Main Menu.

2.12 Enforcement Action Data Type (EA)

Enforcement actions are structured into two records, the enforcement action record (EA), and the enforcement action key record (EK).

EA records contain general overview information about the enforcement action, i.e., the EA code, the date of the EA, docket number, EA comments, etc. There is one EA record for each enforcement action.

EK records contain detailed information about the violations that the enforcement action addresses. They contain the type of violations addressed, and any keys to the violations, if necessary. There may be many EK records for each EA record.

The top portion of the ENAC screen is used to enter the information on the EA record. The information below the heading Violations that caused the enforcement action to be issued is used to enter the EK records. If you want to enter EK records that address all violations of a certain type, put an X in that option. (* in the option deletes the EK record.) The system will generate the transaction to enter the EK record. If you wish to enter an EK record to address specific violations, place an X in the Specific Violations Option.

The Enforcement Action Menu is used to reach the Enforcement Action screens.

```
11/14/92              PCS-ADE Data Entry Subsystem              PCDEMENU
11:00:58                 Enforcement Action Menu



             Enter screen ID or 'X' to select an option

             Screen ID: ____

             _  ENAC - Enforcement Action
             _  EAKS - Enforcement Action Keys
             _  EAP1 - ADM Penalty Order screen 1
             _  EAP2 - ADM Penalty Order screen 2

             _  EXIT - Return to Main menu




        (PF1,13=Help;  PF3,15=Main Menu;  PF4,16=Quit;  PF8=Bottom)
```

Figure 2-35. PCS-ADE Data Entry Subsystem Enforcement Action Menu

2.12.1 ENAC Enforcement Actions Screen

```
08:44:13                    ENFORCEMENT ACTION                      PCDEENAC
11/14/90                                                   SCREEN ID: ENAC
  PERMIT # _____ TRANS CODE _
  ENFORCEMENT ACTION CODE __  ISSUED BY _ DATE _____
  ------------------------------------------------------------------------
  STATUS CODE __  STATUS DATE _____
  DOCKET NUMBER _____        CLOSURE SCHEDULED DATE _____
  INITIATING PARTY 1 _____  INITIATING PARTY 2 _____
  RESPONSE DUE DATE _____   RESPONSE ACHIEVED DATE _____
  VIOLATION RECOGNITION DATE _____    USER DATA ELEMENT: #1 __ #2 _____
            - - - - ENFORCEMENT ACTION COMMENTS - - - -
   #1 _____    #2 _____
   #3 _____    #4 _____
   #5 _____    #6 _____
   #7 _____    #8 _____
   #9 _____    #10 _____

  - - - VIOLATIONS THAT CAUSED THE ENFORCEMENT ACTION TO BE ISSUED - - -
  _ ALL NUMERIC EFFLUENT      _ ALL STATE NON-RECEIPT      _ SPECIFIC
  _ ALL COMPLIANCE SCHEDULE   _ ALL EPA NON-RECEIPT          VIOLATIONS
  _ ALL SINGLE EVENTS         _ ALL EPA + STATE NON-RECEIPT

  ACCEPT? Y/K/N/M: Y                            VERSION 2.4  03/12/90
```

Figure 2-36. Enforcement Action Screen (ENAC)

NPID*! (PERMIT #) 9 characters

This field is both a WENDB data element and a Key data element.

TRANS CODE   1 character

This field contains the action being taken.

ENAC*! (ENFORCEMENT ACTION CODE) 2 characters

This field is both a WENDB and a Key data element. The 2-digit code in this field describes the type of action taken: Examples of valid codes are:

   05 Phone call
   21 Administrative order
   25 Consent Decree
   54 MCP Required AO-EO
   56 MCP Schedule AO-EO
   72 Pretreatment Admin Order

A complete list can be found in TABLE 030 of the *PCS Codes and Descriptions Manual.*

EATP*! (ISSUED BY) 2 characters

This field is both a WENDB and a Key data element. Examples of valid codes are:

    E   EPA
    S   State

ENDT*! (DATE) 6 characters

This field is both a WENDB and a Key data element. This field represents the date the enforcement action was issued or signed.

ENST* (STATUS CODE) 2 characters

This field is a WENDB data element in certain circumstances. It contains the status of the enforcement action. The only options for this field that are considered to be WENDB are CL to close the enforcement action and CS to indicate that the enforcement action is closed but superseded by another enforcement action. A complete listing of the valid options for this field can be found in TABLE 040 of the *PCS Codes and Descriptions Manual.*

ESDT* (STATUS DATE) 6 characters

This field is a WENDB data element when a code has been entered in the ENST field. It represents the date that the status of the enforcement action changed.

ERFN* (DOCKET NUMBER) 12 characters

This field is a WENDB data element when the code entered in the ENST field is a formal enforcement action code. This field contains the file number or case number of the enforcement action.

EACD (CLOSURE SCHEDULE DATE) 6 characters

This field contains the date the enforcement action is scheduled to be closed.

EIPI (INITIATING PARTY 1) 5 characters

This field contains the initials of the primary person who initiated the enforcement action.

EIP2 (INITIATING PARTY 2) 5 characters

This field contains the initials of the secondary person who initiated the enforcement action.

ERDT* (RESPONSE DUE DATE) 6 characters

This is a WENDB data element and represents the date on which the permittee is due to respond to the agency in accordance with the action taken.

EADR (RESPONSE ACHIEVED DATE) 6 characters

This field represents the date the permittee completed the response agreed upon in the enforcement action.

EVDK (VIOLATION RECOGNITION DATE) 6 characters

This field represents the date the effluent violation became known to the permitting agency.

RDH1 (USER DATA ELEMENT: #1) 3 characters

RDH2 (USER DATA ELEMENT: #2) 5 characters

These are user-defined fields. Check with the PCS Regional Coordinator for their use.

ECM1 (ENFORCEMENT ACTION COMMENT # 1) first 30 characters

ECM2 (ENFORCEMENT ACTION COMMENT # 2) second 30 characters

ECM3 (ENFORCEMENT ACTION COMMENT # 30) third 30 characters

ECM4 (ENFORCEMENT ACTION COMMENT # 4) fourth 30 characters

ECM5 (ENFORCEMENT ACTION COMMENT # 5) fifth 30 characters

ECM6 (ENFORCEMENT ACTION COMMENT # 6) sixth 30 characters

ECM7 (ENFORCEMENT ACTION COMMENT # 7) seventh 30 characters

ECM8 (ENFORCEMENT ACTION COMMENT # 8) eighth 30 characters

ECM9 (ENFORCEMENT ACTION COMMENT # 9) ninth 30 characters

ECM0 (ENFORCEMENT ACTION COMMENT # 0) tenth 30 characters

The fields above are populated with free-form information. These fields use acronyms that can be used to perform generalized retrievals or inquiries on enforcement action records.

EVTP* (VIOLATIONS THAT CAUSED ENFORCEMENT ACTIONS TO BE ISSUED) 1 character

This is a WENDB data element. These fields will automatically generate an Enforcement Key record (except in the case of SPECIFIC VIOLATIONS) when an X is placed beside one of them, without any additional data entry. The Enforcement Key record will have an additional Key Data Element called the ENFORCEMENT KEY VIOLATION TYPE (the acronym is EVTP) with a violation code depending on the type of violation the X was placed beside. Below is a listing of the violation types that will be generated:

- **ALL NUMERIC EFFLUENT**

  Placing an X beside this field will generate an EVTP of E1. This code means that the enforcement action is tied to all effluent violations with an MVIO code of E90, since the last enforcement action date.

- **ALL STATE NON-RECEIPT**

  Placing an X beside this field will generate an EVTP of N2. This code means that the enforcement action is tied to all effluent non-receipt violations with an MVIO code of D20, since the last enforcement action date.

- **ALL EPA NON-RECEIPT**

  Placing an X beside this field will generate an EVTP of N1. This code means that the enforcement action is tied to all effluent violations with an MVIO code of D10 since the last enforcement action date.

- **ALL EPA & STATE NON-RECEIPT**

  Placing an X beside this field will generate an EVTP of N3. This code means that the enforcement action is tied to all effluent violations with an MVIO code of D30 since the last enforcement action date.

- **ALL COMPLIANCE SCHEDULE**

Placing an X beside this field will generate an EVTP of C1. This code means that the enforcement action is tied to all compliance schedule violations with a CVIO code of C10, C20, C30 and C40 since the last enforcement action date.

- **ALL SINGLE EVENTS**

  Placing an X beside this field will generate an EVTP of S1. This code means that the enforcement action is tied to all single event violations with any SVCD code since the last enforcement action date.

- **SPECIFIC VIOLATIONS**

  Placing an X beside this field will take the system to the Enforcement Action Key Screen. This will automatically generate a code in the EVTP field. A code must be entered for the EVTP on the Enforcement Action Key Screen. Additional explanation is available in the next section of this manual "Enforcement Action Examples".

ACCEPT? Y/K/N/M   1 character

The valid responses to this field are:

  Y   (Yes) accepts the data entered and displays a refreshed screen.
  K   (Keep) accepts the data entered, displays a refreshed screen and retains the Key data
  N   (No) does not accept the data entered and displays a refreshed screen.
  M   (Main Menu) does not accept the data entered and the system displays the Main Menu.

2.12.2 Enforcement Action Examples

The following samples, examples, and procedures describe various aspects of Enforcement Actions and how the Permit Compliance System handles them.

Example:

GA0000125 was issued a consent decree on 072392 by EPA, docket number 87-4536. The enforcement action addressed all effluent and all compliance schedule violations.

Note: Any entry (except under specific violations) made on the screen below the "VIOLATIONS THAT CAUSED THE ENFORCEMENT ACTION TO BE ISSUED" will create an EK record.

```
08:44:13                    ENFORCEMENT ACTION                      PCDEENAC
11/14/90                                              SCREEN ID: ENAC
     PERMIT # ga0000125 TRANS CODE n
     ENFORCEMENT ACTION CODE 25   ISSUED BY e  DATE 072392
     ----------------------------------------------------------------------
     STATUS CODE __  STATUS DATE _____
     DOCKET NUMBER 87-4536____        CLOSURE SCHEDULED DATE _____
     INITIATING PARTY 1 _____   INITIATING PARTY 2 _____
     RESPONSE DUE DATE _____   RESPONSE ACHIEVED DATE _____
     VIOLATION RECOGNITION DATE _____   USER DATA ELEMENT: #1 __ #2 _____
              - - - - ENFORCEMENT ACTION COMMENTS - - - -
     #1 _____     #2 _____
     #3 _____     #4 _____
     #5 _____     #6 _____
     #7 _____     #8 _____
     #9 _____     #10 _____


     - - - VIOLATIONS THAT CAUSED THE ENFORCEMENT ACTION TO BE ISSUED - - -
     x ALL NUMERIC EFFLUENT      _ ALL STATE NON-RECEIPT       _ SPECIFIC
     x ALL COMPLIANCE SCHEDULE   _ ALL EPA NON-RECEIPT           VIOLATIONS
     _ ALL SINGLE EVENTS         _ ALL EPA + STATE NON-RECEIPT

     ACCEPT? Y/K/N/M: Y                          VERSION 2.4   03/12/90
```

Figure   2-37. Enforcement Action Screen (ENAC)

If X is entered in the Specific Violations Option on the ENAC screen, the EAKS screen will be displayed. Available information from the previous screen will be filled in. The EAKS screen may also be accessed from the main menu. There are seven EAKS screens that you may encounter, depending on what data is entered on the first screen.

2.12.3 EAKS Enforcement Action Key Screen

```
┌─────────────────────────────────────────────────────────────────────┐
│  09:12:34                    PCS-ADE                        PCDEEAKS   │
│  11/14/90                                            SCREEN ID: EAKS   │
│                          ENFORCEMENT ACTION                            │
│                            KEY SCREEN                                  │
│                                                                       │
│              PERMIT # _____                                        │
│              TRANS CODE _                                             │
│                                                                       │
│              ENFORCEMENT ACTION CODE __                              │
│              TYPE ORDER ISSUED __                                    │
│              ENFORCEMENT ACTION DATE _____                          │
│              VIOLATION TYPE __                                       │
│              DO YOU WISH TO CYCLE (Y/N)? _                           │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│    ACCEPT (Y/N/M)? Y                        VERSION 2.3   12/19/89    │
└─────────────────────────────────────────────────────────────────────┘
```

Figure 2-38. Enforcement Action Key Screen (EAKS)

NPID*! (PERMIT #) 9 characters

This field is both a WENDB and a Key data element.

TRANS CODE 1 character

This field contains the action being taken.

EKAC*! (ENFORCEMENT ACTION CODE) 1 character

This field is both a WENDB and a Key data element. The 2-digit code in this field describes the type of action taken: Examples of valid codes are:

05 Phone call
21 Administrative order
25 Consent Decree
54 MCP Required AO-EO
56 MCP Schedule AO-EO
72 Pretreatment Admin Order

A complete list can be found in TABLE 030 of the *PCS Codes and Description Manual.*

EKTP*! (TYPE ORDER ISSUED) 1 character

This field is both a WENDB and a Key data element. Valid codes are:

E EPA
S State

EKDT*! (ENFORCEMENT ACTION DATE) 6 characters

This field is a both a WENDB and a Key data element. This field represents the date the enforcement action was issued or signed.

EVTP*! (VIOLATION TYPE) 2 characters

This field is both a WENDB and a Key data element. It represents the code that links an enforcement action record to specific violations. A complete listing of enforcement action violation codes can be found in TABLE 340 of the *PCS Codes and Descriptions Manual.*

DO YOU WISH TO CYCLE (Y/N) 1 character

The Cycle Option is used for the system to display violations to you. If the cycle option is selected, the system will prompt you to narrow the violations you wish to see as you cycle. The prompt displayed will depend on the EVTP you enter. The system will ask you to provide keys to violation records. It will then only display those violations that meet the key criteria.

2.12.3.1 Entering an EK Record For a Specific Effluent Violation Without Cycling

Step 1: Enter the EA information on the first EAKS screen, <CR>.

```
09:12:34                        PCS-ADE                         PCDEEAKS
11/14/90                                                  SCREEN ID: EAKS
                            ENFORCEMENT ACTION
                               KEY SCREEN

               PERMIT # co0001511
               TRANS CODE n

               ENFORCEMENT ACTION CODE 21
               TYPE ORDER ISSUED  e
               ENFORCEMENT ACTION DATE 010192
               VIOLATION TYPE e3
               DO YOU WISH TO CYCLE (Y/N)? n




      ACCEPT (Y/N/M)? Y                          VERSION 2.3   12/19/89
```

Figure 2-39. Enforcement Action Key Screen (EAKS)

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Step 2: PCS-ADE displays the information above the dotted line. Identify the specific violation being addressed by providing the keys to the measurement below the dotted line.

```
08:20:13        ENFORCEMENT ACTION EFFLUENT KEY SCREEN              PCDEEAEF
01/04/90                                                   SCREEN ID: EAKS
   PERMIT # CO0001511  TRANS CODE N
   ENFORCEMENT ACTION CODE 21          ADMINISTRATIVE ORDER
   ISSUED BY E  EPA              ENFORCEMENT ACTION DATE 010192
   VIOLATION TYPE E3     SPECIFIC EFFLUENT VIOLATION


   -------------------------------------------------------------------------


         DISCHARGE # 001
         DISCHARGE DESIGNATOR a
         LIMIT TYPE f
         PARAMETER CODE 00530
         MONITORING LOCATION 1
         SEASONAL # 0
         MODIFICATION NUMBER 0
         MONITORING DATE 103192




   ACCEPT (Y/N/K/M)? Y                        VERSION 2.3   03/12/90
```

Figure 2-40. Enforcement Action Effluent Data Screen (EAKS)

2.12.3.2 Entering an EK Record For a Specific Effluent Violation With Cycling

Step 1: Enter the EA information on the first EAKS screen, < CR >.

```
09:12:34                        PCS-ADE                            PCDEEAKS
01/04/90                                                    SCREEN ID: EAKS
                            ENFORCEMENT ACTION
                              KEY SCREEN

               PERMIT # ky0001929
               TRANS CODE n

               ENFORCEMENT ACTION CODE 07
               TYPE ORDER ISSUED e
               ENFORCEMENT ACTION DATE 041592
               VIOLATION TYPE e3
               DO YOU WISH TO CYCLE (Y/N)? y




        ACCEPT (Y/N/M)? Y                         VERSION 2.3   12/19/89
```

Figure 2-41. Enforcement Action Key Screen (EAKS)

Step 2: Narrow which measurement violation records to cycle through by entering the requested data. Only violations on outfall 0011, final limits will be displayed in this example.

```
09:12:34                         PCS-ADE                              PCDEEAKS
01/04/90                                                       SCREEN ID: EAKS
                            ENFORCEMENT ACTION
                              KEY SCREEN

            PERMIT # KY0001929
            TRANS CODE N

            ENFORCEMENT ACTION CODE 07
            TYPE ORDER ISSUED E3
            ENFORCEMENT ACTION DATE 041592
            VIOLATION TYPE E3
            DO YOU WISH TO CYCLE (Y/N)? Y
      -----------------------------------------------------------------------

            DISCHARGE # 001
            DISCHARGE DESIGNATOR 1
            LIMIT TYPE f
            PARAMETER CODE ____
            MONITORING LOCATION _
            MONITORING PERIOD END DATE




      ACCEPT (Y/N/K/M)? Y                          VERSION 2.3    11/27/89
```

Figure   2-42. Enforcement Action Effluent Data Screen (EAKS)

Step 3: The first effluent violation for the given key information is displayed.

```
08:20:15        ENFORCEMENT ACTION EFFLUENT KEY SCREEN              PCDEEAEF
01/04/90                                                    SCREEN ID: EAKS
    PERMIT # KY0001929  TRANS CODE N
    ENFORCEMENT ACTION CODE 07        MEETING WITH PERMITTEE
    ISSUED BY E  EPA               ENFORCEMENT ACTION DATE 041592
    VIOLATION TYPE E3     SPECIFIC EFFLUENT VIOLATION


    ---------------------------------------------------------------------

         DISCHARGE # 001
         DISCHARGE DESIGNATOR 1
         LIMIT TYPE 5
         PARAMETER CODE 00011
         MONITORING LOCATION 1
         SEASONAL # 0
         MODIFICATION NUMBER 0
         MONITORING DATE 113091




    ACCEPT (Y/N/C/S/M)? s                     VERSION 2.2   112789
```

Figure 2-43. Enforcement Action Effluent Data Screen (EAKS)

Two of the accept options used with cycling, C and S, may require some additional explanation. If C is entered in the accept option while cycling, an EK record for the displayed violation is generated, and PCS-ADE will cycle to the next violation. If S is entered, the violation is skipped, no EK record is generated, and PCS-ADE will cycle to the next violation.

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2.12.3.3 Entering an EK Record For a Specific Compliance Schedule Violation Without Cycling

Step 1: Enter the EA information on the first EAKS screen, <CR>.

```
09:12:34                         PCS-ADE                    .    PCDEEAKS
01/04/90                                                  SCREEN ID: EAKS
                              ENFORCEMENT ACTION
                                 KEY SCREEN

                  PERMIT # f10000027
                  TRANS CODE n

                  ENFORCEMENT ACTION CODE 01
                  TYPE ORDER ISSUED   s
                  ENFORCEMENT ACTION DATE 123192
                  VIOLATION TYPE c2
                  DO YOU WISH TO CYCLE (Y/N)? n




        ACCEPT (Y/N/M)? Y                          VERSION 2.3   11/27/89
```

Figure   2-44. Enforcement Action Key Screen (EAKS)

Step 2: PCS-ADE displays the information above the dotted line. Enter the information below the dotted line.

```
08:21:13       ENFORCEMENT ACTION COMPLIANCE SCHEDULE KEY SCREEN      PCDEEACS
01/04/90                                                    SCREEN ID: EAKS
   PERMIT # FL0000027  TRANS CODE N
   ENFORCEMENT ACTION CODE 01          NO CURRENT ACTN WARRANTE
   ISSUED BY S  STATE           ENFORCEMENT ACTION DATE 123192
   VIOLATION TYPE C2 SPECIFIC COMPLIANCE VIOLATION



   -----------------------------------------------------------------------

   COMPLIANCE SCHEDULE # mc           DATA SOURCE CODE 0001
   COMPLIANCE SCHEDULE EVENT CODE 04099
   COMPLIANCE VIOLATION CODE c20      COMPLIANCE VIOLATION DATE 060592






   ACCEPT (Y/N/C/K/M)? Y                      VERSION 2.1   11/27/89
```

Figure   2-45. Enforcement Action Compliance Schedule Data Screen (EAKS)

2.12.3.4 Entering an EK Record For a Specific Compliance Schedule Violation With Cycling

Step 1: Enter the EA information on the first EAKS screen, <CR>.

```
09:12:34                        PCS-ADE                          PCDEEAKS
01/04/90                                                    SCREEN ID: EAKS
                            ENFORCEMENT ACTION
                               KEY SCREEN

                PERMIT # ak0001711
                TRANS CODE n

                ENFORCEMENT ACTION CODE 01
                TYPE ORDER ISSUED   s
                ENFORCEMENT ACTION DATE 070992
                VIOLATION TYPE c2
                DO YOU WISH TO CYCLE (Y/N)? y




        ACCEPT (Y/N/M)? Y                         VERSION 2.3   11/27/89
```

Figure 2-46. Enforcement Action Key Screen (EAKS)

Step 2: PCS-ADE prompts for CS keys to narrow the display of compliance violation records. Only those records with a compliance schedule number of 01 will be displayed in this example.

```
09:14:56                        PCS-ADE                          PCDEEAKS
01/04/90                                                  SCREEN ID: EAKS
                             ENFORCEMENT ACTION
                                KEY SCREEN

                 PERMIT # AK0001711
                 TRANS CODE N

                 ENFORCEMENT ACTION CODE 01
                 TYPE ORDER ISSUED S
                 ENFORCEMENT ACTION DATE 070992
                 VIOLATION TYPE C2
                 DO YOU WISH TO CYCLE (Y/N)? Y
      -------------------------------------------------------------------

                 COMPLIANCE SCHEDULE NUMBER 01
                 DATA SOURCE CODE ____
                 COMPLIANCE SCHEDULE NUMBER _____
                 VIOLATION CODE ___
                 VIOLATION DATE _____


      ACCEPT (Y/N/M)? Y                          VERSION 2.1   11/21/89
```

Figure 2-47. Expanded Enforcement Action Key Screen (EAKS/CV). --Expanded to limit Compliance Schedule violations displayed by the cycle option.

Step 3: PCS-ADE displays the first compliance schedule violation record on file for the keys.

```
08:44:13        ENFORCEMENT ACTION COMPLIANCE SCHEDULE KEY SCREEN       PCDEEACS
01/04/90                                                        SCREEN ID: EAKS
   PERMIT # AK0001711  TRANS CODE N
   ENFORCEMENT ACTION CODE 01          NO CURRENT ACTN WARRANTE
   ISSUED BY S  STATE             ENFORCEMENT ACTION DATE 071092
   VIOLATION TYPE C2     SPECIFIC COMPLIANCE VIOLATION


   -----------------------------------------------------------------------

   COMPLIANCE SCHEDULE # 01          DATA SOURCE CODE 0790
   COMPLIANCE SCHEDULE EVENT CODE 00599
   COMPLIANCE VIOLATION CODE c20     COMPLIANCE VIOLATION DATE 121991








   ACCEPT (Y/N/C/S/M)? s                      VERSION 2.2   11/27/89
```

Figure 2-48. Enforcement Action Compliance Schedule Data Screen (EAKS)

2.12.3.5 Entering an EK Record For a Single Event Violation Without Cycling

Step 1: Enter the EA information on the first EAKS screen, <CR>.

```
08:20:34                    PCS-ADE                          PCDEEAKS
01/04/90                                              SCREEN ID: EAKS
                        ENFORCEMENT ACTION
                          KEY SCREEN

            PERMIT # ma0000027
            TRANS CODE n

            ENFORCEMENT ACTION CODE 21
            TYPE ORDER ISSUED s
            ENFORCEMENT ACTION DATE 103192
            VIOLATION TYPE s2
            DO YOU WISH TO CYCLE (Y/N)? n




    ACCEPT (Y/N/M)? Y                       VERSION 2.3    11/27/89
```

Figure 2-49. Enforcement Action Key Screen (EAKS)

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Step 2: PCS-ADE displays information above the dotted line. Enter the keys to the violation in the fields below the dotted line.

```
08:22:13      ENFORCEMENT ACTION SINGLE EVENT VIOLATION KEY SCREEN     PCDEEASF
01/04/90                                                        SCREEN ID: EAKS
   PERMIT # MA0000027  TRANS CODE N
   ENFORCEMENT ACTION CODE 21          ADMINISTRATIVE ORDER
   ISSUED BY S  STATE                  ENFORCEMENT ACTION DATE 103192
   VIOLATION TYPE S2              SPECIFIC SINGLE EVENT VIOL


   -----------------------------------------------------------------------------


   SINGLE EVENT VIOLATION CODE 02099
   SINGLE EVENT VIOLATION DATE 040192





   ACCEPT (Y/N/C/S/M)? Y                           VERSION 2.1   11/27/89
```

Figure 2-50. Enforcement Action Single Event Violation Data Screen (EAKS)

2.12.3.6 Entering an EK Record For a Single Event Violation With Cycling

Step 1: Enter the EA information on the first EAKS screen, < CR > .

```
08:20:34                          PCS-ADE                           PCDEEAKS
01/04/90                                                       SCREEN ID: EAKS
                             ENFORCEMENT ACTION
                                KEY SCREEN

                 PERMIT # ma0101478
                 TRANS CODE n

                 ENFORCEMENT ACTION CODE 21
                 TYPE ORDER ISSUED e
                 ENFORCEMENT ACTION DATE 060792
                 VIOLATION TYPE s2
                 DO YOU WISH TO CYCLE (Y/N)? y




    ACCEPT (Y/N/M)? Y                            VERSION 2.3    11/27/89
```

Figure 2-51. Enforcement Action Key Screen (EAKS)

Step 2: Narrow the SV records to be cycled through by entering the requested data. Leaving these prompts empty will cause PCS-ADE to cycle through all SV records.

```
08:20:00                          PCS-ADE                          PCDEEAKS
01/04/90                                                    SCREEN ID: EAKS
                             ENFORCEMENT ACTION
                               KEY SCREEN

             PERMIT # ma0101478
             TRANS CODE n

             ENFORCEMENT ACTION CODE 21
             TYPE ORDER ISSUED e
             ENFORCEMENT ACTION DATE 060792
             VIOLATION TYPE s2
             DO YOU WISH TO CYCLE (Y/N)? y
        ---------------------------------------------------------------------

             VIOLATION CODE _____
             VIOLATION DATE _____




   ACCEPT (Y/N/M)? Y                            VERSION 2.3   11/27/89
```

Figure   2-52. Expanded Enforcement Action Key Screen (EAKS/SV). --Expanded to limit Single Event violations displayed by the cycle option.

Step 3: PCS-ADE displays the first SV record on file.

```
08:22:13      ENFORCEMENT ACTION SINGLE EVENT VIOLATION KEY SCREEN      PCDEEASF
01/04/90                                                       SCREEN ID: EAKS
   PERMIT # MA0101478   TRANS CODE N
   ENFORCEMENT ACTION CODE 21          ADMINISTRATIVE ORDER
   ISSUED BY E  EPA                ENFORCEMENT ACTION DATE 060792
   VIOLATION TYPE S2                SPECIFIC SINGLE EVENT VIOL


   ------------------------------------------------------------------------


   SINGLE EVENT VIOLATION CODE 02099
   SINGLE EVENT VIOLATION DATE 081891






   ACCEPT (Y/N/C/S/M)? c                          VERSION 2.1   11/27/89
```

Figure   2-53. Enforcement Action Single Event Violation Data Screen (EAKS)

2.12.4 Administrative Penalty Order (AO)

There are two screens associated with Administrative Penalty Orders. These screens are used to enter all relevant information pertaining to these type orders.

2.12.4.1 EAP1 Administrative Penalty Order Screen 1

```
08:44:13                    ADM PENALTY ORDER                    PCDEEAP1
11/14/90                                              SCREEN ID: EAP1
    PERMIT # _____ TRANS CODE C
    ENFORCEMENT ACTION : CODE __ ISSUED BY _ DATE _____
    ------------------------------------------------------------------
    CLASS (APCL) _                      HEARING (APHR) _
    DATE FINAL ORDER (APFO) _____       PENALTY AMOUNT (APAM) _____
    CLASS 2 APPEAL (APAP) _             DATE JUDICIAL APPEAL (APAF) _____
    DATE PENALTY COLLECTED (APPC) _____
    DATE PUBLIC NOTICE ISSUED (APNT) _____
                                        PUBLIC COMMENTS (APCM) _
    COMMENT PERIOD DEADLINE (APCD) _____  DATE HEARING REQ'D (APRR) _____
    SCH DATE OF HEARING (APHD) _____   DATE OF HEARING (APAH) _____
    DATE OF PREHEARING SUBMISSION (APHS) _____
    DESIGNATED ALJ OR PO (APPO) _____
    PUBLIC PARTICIPANT IN HEARING (APPH) _
    DATE COMMENTERS' PETITIONS FOR RECONSIDERATION RECEIVED (APPP) _____
    DISPOSITION OF COMMENTERS' PETITIONS (APDP) _
    DEADLINE CLASS II APPEAL (APD2) _____
    DATE CLASS II DECISION APPEALED (APA2) _____


    ACCEPT? Y/K/N/M: Y    MORE A.P.O. DATA? Y/N: N    VERSION 2.2    03/12/90
```

Figure   2-54. Administrative Penalty Order Screen (EAP1)

NPID*! (PERMIT #) 9 characters

This field is both a WENDB data element and a Key data element.

TRANS CODE   1 character

This field contains the action being taken.

ENAC*! (ENFORCEMENT ACTION CODE) 2 characters

This field is both a WENDB and a Key data element. The 2-digit code in this field describes the type of action taken. Examples of valid codes are:

    05   Phone call
    21   Administrative order
    25   Consent Decree
    54   MCP Required AO-EO
    56   MCP Schedule AO-EO
    72   Pretreatment Admin Order

A complete list can be found in TABLE 030 of the *PCS Codes and Descriptions Manual.*

EATP*! (ISSUED BY) 2 characters

This field is both a WENDB and a Key data element. Valid codes are:

E   EPA
S   State

ENDT*! (DATE) 6 characters

This field is a both a WENDB and a Key data element. This field represents the date the enforcement action was issued or signed.

APCL* (CLASS) 1 character

This field is a WENDB data element. It represents the classification for an administrative penalty. The class is defined by a statutory maximum penalty amount, the length of the comment period and the nature of the hearing. The hearing is held before an EPA Administrative Law Judge. Valid codes are:

```
1   A Class I Administrative Order.
    Maximum Penalty = $27,000.00

2   A Class II Administrative Order.
    Maximum Penalty = $137,500.00
```

APHR* (HEARING) 1 character

This field is a WENDB data element. It represents whether the respondent requests a hearing to contest an administrative penalty.

APFO* (DATE OF FINAL ORDER) 6 characters

This field is a WENDB data element. It represents the date that the final administrative penalty order was issued and the administrative penalty amount was assessed.

APAM* (PENALTY AMOUNT) 6 characters

This field is a WENDB data element. It represents the dollar amount of the assessed administrative penalty. This field is checked against the CLASS (APCL) field. No special characters can be entered, i.e., $ or ,.

APAP* (CLASS II APPEAL) 1 character

This field is a WENDB data element. It indicates that an appeal of the decision in a Class II action was filed. Valid codes are:

A   Agency, EPA
B   Both Agency and Respondent
R   Respondent

APAF* (DATE JUDICIAL APPEAL) 6 characters

This field is a WENDB data element. It is the date when the respondent filed an appeal to an Administrative Penalty Order and provided notice of the appeal to an EPA administrator. It must be a valid date on or after the DATE OF FINAL ORDER (APFO).

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APPC* (DATE PENALTY COLLECTED) 6 characters

This field is a WENDB data element. It is the date that verification of full or final payment of an Administrative Penalty amount was received. It must be a valid date and be on or after the DATE OF FINAL ORDER (APFO).

APNT (DATE PUBLIC NOTICE ISSUED) 6 characters

This field is the date a public notice for the Administrative Penalty Order was issued. This date serves as the beginning of the comment period.

APCM (PUBLIC COMMENTS) 1 character

This field indicates whether public comments were received in response to a proposed Administrative Penalty Order. The valid responses to this field are:

    Y   Yes, if there were comments.
    blank   System Default.

APCD (COMMENT PERIOD DEADLINE) 6 characters

This field is the final date when public comments will be accepted.

APRR (DATE HEARING REQ'D) 6 characters

This field is the date when the respondent requested a hearing to contest an Administrative Penalty Order.

APHD (SCH DATE OF HEARING) 6 characters

This field is the date on which the hearing is scheduled to convene.

APAH (DATE OF HEARING) 6 characters

This field is the actual date the hearing was convened.

APHS (DATE OF PREHEARING SUBMISSION) 6 characters

This field is the deadline set for the submission of major facts concerning the Administrative Penalty Order.

APPO (DESIGNATED ALJ OR PO) 20 characters

This field contains the last name of either the Administrative Law Judge or the Presiding Officer at the Administrative Penalty hearing.

APPH (PUBLIC PARTICIPANT IN HEARING) 1 character

The valid response to this field is (Y)es to indicate whether a third party offers oral or written evidence at the hearing.

APPP (DATE COMMENTERS' PETITIONS FOR RECONSIDERATION RECEIVED) 6 characters

This is the date when the commenters' petitions and request for reconsideration were received to contest the Administrative Penalty Order.

APDP (DISPOSITION OF COMMENTERS' PETITIONS) 1 character

This field represents the end result of the commenters' petitions. The valid responses to this field are:

G   Granted
D   Denied

APD2 (DEADLINE CLASS II APPEAL) 6 characters

This field is the final date for an appeal to be filed in order to contest an Administrative Law Judge's decision.

APA2 (DATE CLASS II DECISION APPEALED) 6 characters

This is the date that the decision of an Administrative Law Judge was appealed to a Judicial Officer in a Class II action.

ACCEPT? Y/K/N/M 1 character

The valid responses to this field are:

Y   (Yes) accepts the data entered and displays a refreshed screen.
K   (Keep) accepts the data entered, displays a refreshed screen and retains the Key data
N   (No) does not accept the data entered and displays a refreshed screen.
M   (Main Menu) does not accept the data entered and the system displays the Main Menu.

MORE A.P.O. DATA? 1 character

The valid responses to this field are:

Y   Yes, if there is additional AO information to be entered.
N   No, is used if there is no additional AO information to be entered.

2.12.4.2 EAP2 Administrative Penalty Order Screen 2

```
08:44:13                    ADM PENALTY ORDER                      PCDEEAP2
11/14/90                                                   SCREEN ID: EAP2
   PERMIT # _____  TRANS CODE C
   ENFORCEMENT ACTION : CODE __ ISSUED BY _ DATE _____
   -----------------------------------------------------------------------
   SCH DATE OF APPEAL HEARING (APHA) _____ DATE OF HEARING (APH2) _____
   DATE APPEAL DECISION ISSUED (APAD) _____
   DATE JUDICIAL DECREE FILED (APJF) _____
   PENALTY ASSESSED BY JUDICIAL DECREE (APPA) _____
   DEADLINE FOR PENALTY PAYMENT (APPD) _____
   TOTAL PENALTY COLLECTED (APTC) _____


   -----------------------------------------------------------------------
   -----------------------------------------------------------------------


   ADMINISTRATIVE PENALTY ORDER USER COMMENTS
          DATE 1 (AP01) _____      COMMENT 1 (APC1) _____
          DATE 2 (AP02) _____      COMMENT 2 (APC2) _____
          DATE 3 (AP03) _____      COMMENT 3 (APC3) _____
          DATE 4 (AP04) _____      COMMENT 4 (APC4) _____


   ACCEPT? Y/K/N/M: Y                          VERSION 2.2   03/12/90
```

Figure   2-55. Administrative Penalty Order Screen (EAP2)

NPID*! (PERMIT #) 9 characters

This field is both a WENDB data element and a Key data element.

TRANS CODE   1 character

This field contains the action being taken.

ENAC*! (ENFORCEMENT ACTION CODE) 2 characters

This field is both a WENDB and a Key data element. The 2-digit code in this field describes the type of action taken. A complete list can be found in TABLE 030 of the *PCS Codes and Description Manual.* Examples of valid codes are:

   05   Phone call
   21   Administrative order
   25   Consent Decree
   54   MCP Required AO-EO
   56   MCP Schedule AO-EO
   72   Pretreatment Admin Order

EATP*! (ISSUED BY) 2 characters

This field is a Key data element. Valid codes are:

E   EPA
S   State

ENDT*! (DATE) 6 characters

This field is both a WENDB and a Key data element. This field represents the date the enforcement action was issued or signed.

APHA (SCH DATE OF APPEAL HEARING0 6 characters

This field is the date on which the Judicial Officer is scheduled to meet with both parties in an appeal to an Administrative Law Judge's decision.

APH2 (DATE OF HEARING) 6 characters

This is the actual date on which the appeal to an Administrative Law Judge's decision convenes.

Note: This field is only valid if the Administrative Penalty Order Class (APCL) field contains a '2'.

APAD (DATE APPEAL DECISION ISSUED) 6 characters

This is the date an appeal decision to a Class II Administrative Penalty Order is signed by a Judicial Officer.

Note: This field is only valid if the Administrative Penalty Order Class (APCL) field contains a '2'.

APJF (DATE JUDICIAL DECREE FILED) 6 characters

This is the date when an appellate court enters its final order affirming or reversing EPA's decision.

APPA* (PENALTY AMOUNT ASSESSED BY JUDICIAL DECREE) 6 characters

This field is a WENDB data element. This field represents the dollar amount of the Administrative Penalty Order as assessed by an officer of the court. No special characters are allowed, i.e., $ or ,. Leading zeros must be entered.

APPD (DEADLINE FOR PENALTY PAYMENT) 6 characters

This is the date by which the first Administrative Penalty payment must be paid.

APTC (TOTAL PENALTY COLLECTED) 8 characters

This field represents the total dollar amount collected for an Administrative Penalty Order. No special characters are allowed, i.e., $ or ,. Leading zeros must be entered.

ADMINISTRATIVE PENALTY ORDER USER COMMENTS

AP01 (DATE 1) 6 characters

AP02 (DATE 2) 6 characters

AP03 (DATE 3) 6 characters

AP04 (DATE 4) 6 characters

These fields are used to enter the dates associated with the comments entered in the following fields:

APC1 (COMMENT 1) 20 characters

APC1 (COMMENT 2) 20 characters

APC1 (COMMENT 3) 20 characters

APC1 (COMMENT 4) 20 characters

These fields are used to enter any comments associated with the administrative order penalty.

ACCEPT? Y/K/N/M 1 character

The valid responses to this field are:

    Y (Yes) accepts the data entered and displays a refreshed screen.
    K (Keep) accepts the data entered, displays a refreshed screen and retains the Key data
    N (No) does not accept the data entered and displays a refreshed screen.
    M (Main Menu) does not accept the data entered and the system displays the Main Menu.

2.13 Reissuance Processing

The reissuance process in PCS allows the user to retain a "ghosted" copy of a permit's limits when a new permit is issued to the facility. This accomplishes two important objectives: first, the current, active limit area is freed for the limits imposed by the new permit; and secondly, a record is kept of the limits from previous permits. A key data element, the pipe set qualifier allows a distinction to be made between sets of limits. This one-character data element is present on all pipe, limit, and measurement records, and is maintained by the system. Although the pipe set qualifier may be retrieved, it cannot be entered by a user.

Pipe Set Qualifier Acronyms:

PIPQ	Pipe Schedule Records
LIPQ	Parameter Limit Records
VIPQ	Measurement Violation Records

Pipe Set Qualifier Values:

9	Current effluent family records
0-8	Ghosted limits and measurements
0	Oldest set of ghosted data
Z	Measurements without associated pipes and limits

For all indicators, the following processing takes place:

• Current pipes and limits with non-zero dates are ghosted.

• All pipe schedules are retained and updated with the dates entered with the reissuance control indicator (RCIN).

Which limits are retained depends on the RCIN used:

X	None of the limits records from the ghosted permit are retained for use in the new permit.
L	Only limits with a modification number of 0 are retained.

K   For the limit type of the date range entered, the last limits in effect are retained. Only one date range may be entered on the RCIN screen.

2.13.1 RCIN Reissuance Data Screen

```
08:47:05
11/14/90                REISSUANCE DATA SCREEN                      PCDEINIT
                                                             SCREEN ID: RCIN
   PERMIT # _____    TRANS CODE C
   REISSUANCE CODE _
   ---------------------------------------------------------------------


   ENTER DATE RANGES (MMDDYY):


            INITIAL LIMITS START DATE: _____
             INITIAL LIMITS END DATE: _____


            INTERIM LIMITS START DATE: _____
             INTERIM LIMITS END DATE: _____


            FINAL LIMITS START DATE: _____
             FINAL LIMITS END DATE: _____




   ACCEPT? Y/N/M: Y                              VERSION 2.2   04/27/90
```

Figure 2-56. Reissuance Data Screen (RCIN)

NPID*! (PERMIT #) 9 characters

This field is both a WENDB data element and a Key data element.

TRANS CODE 1 character

This field contains the action being taken.

RCIN! (REISSUANCE CODE) 1 character

This field is a Key data element. The code is entered to instruct PCS to perform the reissuance process, and specifies which limits the user wishes to leave in the current limit area for the new permit. Along with the code, date ranges must be provided for the limits in effect in the new permit. Both the code and the date ranges are entered on the RCIN screen.

ILSD* (INITIAL LIMITS START DATE) 6 characters

This field is a WENDB data element, if applicable. It is the date on which initial limits began for the discharge/designator.

ILED* (INITIAL LIMITS END DATE) 6 characters

This field is a WENDB data element, if applicable. It is the date on which initial limits ended for the discharge/designator.

MLSD* (INTERIM LIMITS START DATE) 6 characters

This field is a WENDB data element, if applicable. It is the date on which interim limits began for the discharge/designator.

MLED* (INTERIM LIMITS END DATE) 6 characters

This field is a WENDB data element, if applicable. It is the date on which interim limits ended for the discharge/designator.

FLSD* (FINAL LIMITS START DATE) 6 characters

This field is a WENDB data element, if applicable. It is the date on which final limits began for the discharge/designator.

FLED* (FINAL LIMITS END DATE) 6 characters

This field is a WENDB data element, if applicable. It is the date on which final limits ended for the discharge/designator.

ACCEPT? Y/N/M 1 character

The valid responses to this field are:

    Y (Yes) accepts the data entered and displays a refreshed screen.
    N (No) does not accept the data entered and displays a refreshed screen.
    M (Main Menu) does not accept the data entered and the system displays the Main Menu.

2.14 Pretreatment Summary (SP)

The Pretreatment Summary is an annual report of the status of the SIUS that are discharging to the POTW. The Other Menu is used to reach the Pretreatment Summary screen.

```
11/14/92              PCS-ADE Data Entry Subsystem              PCDEMENU
11:00:58                     Other Menu


            Enter screen ID or 'X' to select an option

            Screen ID: ____

            _  SVIO - Single Event Violations
            _  PPS1 - Pretreatment Summary
            _  EVHR - Evidentiary Hearings
            _  GRNT - Grants

            _  EXIT - Return to Main menu




        (PF1,13=Help; PF3,15=Main Menu; PF4,16=Quit; PF8=Bottom)
```

Figure 2-57. PCS-ADE Data Entry Subsystems Other Menu

2.14.1 PPS1   Pretreatment Summary Report Screen

The PPS1 screen is used to enter the data from the Pretreatment Summary Report.

```
08:44:13                   PRETRMT SUMMARY                        PCDEPPS1
11/14/90                                                  SCREEN ID: PPS1
  PERMIT # _____  TRANS CODE _
  REPORT START DATE (PSSD) _____     REPORT END DATE (PSED) _____
 --------------------------------------------------------------------
    SIUS IN SNC W/PRETREATMENT COMPLIANCE SCHEDULE (SSNC)      __
    NOV'S AND AO'S ISSUED AGAINST SIUS (FENF)                  __
    CIVIL & CRIMINAL JUDICIAL ACTIONS AGAINST SIUS (JUDI)      __
    SIUS WITH SIGNIFICANT VIOLATIONS PUBLISHED (SVPU)          __
    IUS FROM WHICH PENALTIES HAVE BEEN COLLECTED (IUPN)        __

    SIUS ON COMPLIANCE SCHEDULES (SOCS)                        __
    CATEGORICAL INDUSTRIAL USERS IN SNC (CISN)                 __

    VIOLATION NOTICES ISSUED TO SIUS (VINO)                    __
    ADMINISTRATIVE ORDERS ISSUED TO SIUS (ADOR)                __
    CIVIL SUITS FILED AGAINST SIUS (CIVL)                      __
    CRIMINAL SUITS FILED AGAINST SIUS (CRIM)                   __
    SIUS SUBJECT TO ANY ENFORCEMENT ACTION (NENF)              __

    DOLLAR AMOUNT OF PENALTIES COLLECTED (PAMT)              _____
    REGIONAL FIELD 1 (RDR1) ___        REGIONAL FIELD 2 (RDR2) _____
  ACCEPT? Y/K/N/M: Y                             VERSION 2.1   04/27/90
```

Figure   2-58. Pretreatment Summary Screen (PPS1)

NPID*! (PERMIT #) 9 characters

This field is both a WENDB and a Key data element.

TRANS CODE   1 character

This field contains the action being taken.

PSED*! (REPORT END DATE) 6 characters

This field is both a WENDB and a Key data element. It represents the end date of the period that the Pretreatment Performance Summary covers. It is required on all SP records and cannot be changed.

PSSD* (REPORT START DATE) 6 characters

This field is a WENDB data element. It represents the start date of the period that the Pretreatment Performance Summary covers. It is required on all SP records.

SSNC* (SIUS IN SNC W/PRETREATMENT COMPLIANCE SCHEDULE) 3 characters

This field is a WENDB data element. It represents the total number of all significant industrial users (SIUS) in significant noncompliance (SNC) with pretreatment compliance schedules, violating compliance schedule milestones by 90 days, or by violating compliance schedule reporting deadlines by 30 days. Only the following values are allowed in the field:

0-9   Valid Numeric Characters.
NA   "Not-Applicable"

Leading zeros are not required. Entering zeros only will store " .0" in the database. The entire field may be left blank to indicate that no data has been entered. If "NA" is entered, it must be left-justified.

FENF* (NOVs AND AOs ISSUED AGAINST SIUS) 3 characters

This field is a WENDB data element. It represents the number of notices of violation, administrative orders, and equivalent actions which have been issued against significant industrial users by the pretreatment control authority in the past year. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

JUDI* (CIVIL & CRIMINAL JUDICIAL ACTION AGAINST SIUS) 2 characters

This field is a WENDB data element. It represents the number of civil or criminal judicial suits filed in court by pretreatment control authorities against significant industrial users (SIUS) in the past year. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

SVPU* (SIUS WITH SIGNIFICANT VIOLATIONS PUBLISHED) 3 characters

This field is a WENDB data element. It represents the number of significant industrial users (SIUS) with significant violations in the past year published by the pretreatment control authority in the largest local daily newspaper located in the municipality serviced by the control authority. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

IUPN* (IUS FROM WHICH PENALTIES HAVE BEEN COLLECTED) 3 characters

This field is a WENDB data element. It represents the number of industrial users from which monetary penalties/fines (beyond typical user charges) have been collected by the pretreatment control authority in the past year. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

SOCS (SIUS ON COMPLIANCE SCHEDULES) 3 characters

This field represents the number of significant industrial users (SIUS) currently required to meet compliance schedules. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

SICN (CATEGORICAL INDUSTRIAL USERS IN SNC) 3 characters

This field represents the number of categorical industrial users in significant noncompliance (SNC) in the past year. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

VINO (VIOLATION NOTICES ISSUED TO SIUS) 3 characters

This field represents the number of formal notices of violation or equivalent actions which have been issued by the pretreatment control authority to significant industrial users (SIUS) in the past year. Entering zeros only will store "0" in the database. The entire field may be left blank to indicate that no data has been entered.

ADOR (ADMINISTRATIVE ORDERS ISSUED TO SIUS) 3 characters

This field represents the number of administrative orders or equivalent actions issued by the pretreatment control authority to significant industrial users (SIUS) in the past year. Entering zeros only will store "0" in the database. The entire field may be left blank to indicate that no data has been entered. All leading zeros are suppressed. Numeric fields are displayed right-justified on Quick Look reports.

CIVL (CIVIL SUITS FILED AGAINST SIUS) 2 characters

This field represents the number of civil suits filed by the pretreatment control authority against significant industrial users (SIUS) in the past year. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

CRIM (CRIMINAL SUITS FILED AGAINST SIUS) 2 characters

This field represents the number of criminal suits filed by pretreatment control authorities against significant industrial users (SIUS) in the past year. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

NENF (SIUS SUBJECT TO ANY ENFORCEMENT ACTION) 3 characters

This field represents the number of significant industrial users (SIUS) which have been subject to any type of formal enforcement action by the pretreatment control authority within the past year. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

PAMT (DOLLAR AMOUNT PENALTIES COLLECTED) 7 characters

This field represents the dollar amount of penalties/fines (excluding surcharges) collected by the pretreatment control authority against industrial users in the past year. Dollar amount should be entered. There is no implicit or explicit decimal point. No special characters ($) are allowed and no commas. Leading zeros are not required. The entire field may be left blank to indicate that no data has been entered.

RDR1 (REGIONAL FIELD 1) 3 characters

RDR2 (REGIONAL FIELD 2) 3 characters

These are user-defined fields. Check with the PCS Regional Coordinator for their use.

ACCEPT? Y/K/N/M 1 character

The valid responses to this field are:

    Y   (Yes) accepts the data entered and displays a refreshed screen.
    K   (Keep) accepts the data entered, displays a refreshed screen and retains the Key data
    N   (No) does not accept the data entered and displays a refreshed screen.
    M   (Main Menu) does not accept the data entered and the system displays the Main Menu.

2.15 Evidentiary Hearings (EH)

The Evidentiary Hearings data type is a record of the different events that occur for evidentiary hearings, i.e., the requested hearing date, the date the hearing was granted, etc. The Other Menu is used to reach the Evidentiary Hearings screen.

```
11/14/92              PCS-ADE Data Entry Subsystem              PCDEMENU
11:00:58                     Other Menu


              Enter screen ID or 'X' to select an option

              Screen ID: ____

              _  SVIO - Single Event Violations
              _  PPS1 - Pretreatment Summary
              _  EVHR - Evidentiary Hearings
              _  GRNT - Grants

              _  EXIT - Return to Main menu




          (PF1,13=Help; PF3,15=Main Menu; PF4,16=Quit; PF8=Bottom)
```

Figure   2-59. PCS-ADE Data Entry Subsystems Other Menu

2.15.1 EVHR Evidentiary Hearing Screen

Each event code requires the use of a separate data entry screen. The EVHR screen is used to enter evidentiary hearing data.

```
 08:44:13                     EVIDENTIARY HEARING                       PCDEEVHR
 11/14/90                                                       SCREEN ID: EVHR
    PERMIT # _____    TRANS CODE _
    EVIDENTIARY HEARING EVENT CODE ____
    --------------------------------------------------------------------

             EVIDENTIARY HEARING EVENT DATE _____

             EVIDENTIARY HEARING EVENT COMMENT _____

             USER DATA ELEMENT #1 ___    USER DATA ELEMENT #2 _____




    ACCEPT? Y/K/N/M: Y                            VERSION 2.1   04/27/90
```

Figure 2-60. Evidentiary Hearing Screen (EVHR)

NPID*! (PERMIT #) 9 characters

This field is both a WENDB and a Key data element.

TRANS CODE 1 character

This field contains the action being taken.

EHEV*! (EVIDENTIARY HEARING EVENT CODE) 5 characters

This field is both a WENDB and a Key data element. It describes the evidentiary hearing event. Valid options for this field can be found in TABLE 360 of the *PCS Codes and Descriptions Manual.*

There are seven evidentiary hearing codes which are WENDB and are required to be entered to PCS. They are:

    01099 Date Granted
    06099 Date Hearing Scheduled
    07099 Date Requested
    08099 Date Settled
    09099 Denied
    10099 Date ALJ Decision Rendered
    11099 Date Appealed to Administrator (EPA issued permits only)

EHDT* (EVIDENTIARY HEARING EVENT DATE) 6 characters

This field is a WENDB data element for the seven WENDB evidentiary hearing codes. This field describes the date the evidentiary hearing event occurred.

EHCO (EVIDENTIARY HEARING EVENT COMMENT) 30 characters

This field contains any comments associated with the evidentiary hearing event.

/ 50

RDH1 (USER DATA ELEMENT #1) 3 characters

RDH2 (USER DATA ELEMENT #2) 6 characters

These fields are defined by the Region. Check with the PCS Coordinator for their use.

ACCEPT? Y/K/N/M 1 character

The valid responses to this field are:

    Y (Yes) accepts the data entered and displays a refreshed screen.

    K (Keep) accepts the data entered, displays a refreshed screen and retains the Key data

    N (No) does not accept the data entered and displays a refreshed screen.

    M (Main Menu) does not accept the data entered and the system displays the Main Menu.

2.16 Grants (GR)

The Grants data type is merely a reference to whether the facility has a grant, as in a construction grant, for example. The Other Menu is used to reach the Grants screen.

```
11/14/92                PCS-ADE Data Entry Subsystem              PCDEMENU
11:00:58                       Other Menu


               Enter screen ID or 'X' to select an option

               Screen ID: ____

                 _   SVIO - Single Event Violations
                 _   PPS1 - Pretreatment Summary
                 _   EVHR - Evidentiary Hearings
                 _   GRNT - Grants

                 _   EXIT - Return to Main menu




          (PF1,13=Help; PF3,15=Main Menu; PF4,16=Quit; PF8=Bottom)
```

Figure   2-61. PCS-ADE Data Entry Subsystems Other Menu

2.16.1 GRNT   Grants Screen

The grant number and a short comment field are the only information available for this data element. The GRNT screen is used to enter grant data.

```
08:44:13                       GRANTS                         PCDEGRNT
11/14/90                                                 SCREEN ID: GRNT
    PERMIT # _____   TRANS CODE _
    GRANT NUMBER _____
    -----------------------------------------------------------------

    GRANT STATUS ___

    GRANT COMMENT _____



    ACCEPT? Y/K/N/M: Y                       VERSION 2.1   03/12/90
```

Figure   2-62. Grant Screen (GRNT)

NPID! (PERMIT #) 9 characters

This field is a Key data element.

TRANS CODE 1 character

This field contains the action being taken.

GRNO! (GRANT NUMBER) 9 characters

This field is a Key field. It contains the GRANT NUMBER of the grant for this permit.

GRST (GRANT STATUS) 3 characters

This field is a code that represents the status of the grant. The only code available at this time is:

    G10   Grant Recorded

GRCO (GRANT COMMENT) 30 characters

This field represents any comments associated with the grant record.

ACCEPT? Y/K/N/M 1 character

The valid responses to this field are:

    Y   (Yes) accepts the data entered and displays a refreshed screen.
    K   (Keep) accepts the data entered, displays a refreshed screen and retains the Key data
    N   (No) does not accept the data entered and displays a refreshed screen.
    M   (Main Menu) does not accept the data entered and the system displays the Main Menu.

Chapter 3. Inquiry

The PCS database system has an on-line retrieval facility called Inquiry. There are three modes of operation for Inquiry retrievals. They are:

- Manager's Inquiry
- Prompt Mode
- Command Mode

3.1 Manager's Inquiry

The Manager's Inquiry facility is designed to provide reports for managers or those who need management type information from PCS. The reports are preformatted. The system is menu driven. There is very little knowledge of the system required to obtain on-line reports or retrievals. Manager's Inquiry prompts, through a series of selection screens, to define the criteria necessary for the retrieval of information. Selection criteria are defined by entering an "X" next to a specific criterion followed by pressing <CR>. Keyboards may vary in some cases, so <ENTER> may substitute for <CR>.

```
06/01/89                                          PCIPMAIN

            Welcome to the Environmental Protection Agency's

            Permit Compliance System Inquiry Subsystem


     Mark selection with an 'X' or '?' for Help


                _ PROMPT Mode for pre-formatted reports

                _ COMMAND Mode for adhoc queries

                X MANAGER'S Inquiry

                _ QUIT - Exit Inquiry
```

Figure 3-1. INQUIRY MAIN Selection Screen

Through Manager's Inquiry reports can be generated by (a) selecting a specific facility number and producing a preformatted report for that facility, or (b) creating a set containing a number of facilities, which can then be applied to the preformatted reports.

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There are three ways to use Manager's Inquiry. They are:

- Create a set using Set Maintenance.
- Create a set using Primary Selection Criteria.
- Select a Manager's Inquiry mode report with specific criteria.

3.1.1 Creating a Set Using Set Maintenance

Set Maintenance is used to create a group of facilities (called a set) used in generating information found in any of the Manager's Inquiry preformatted reports.

These newly-created sets may be saved under a user-defined name and used again. Up to 16 sets can be saved.

To create a set using Set Maintenance select Manager's Inquiry on the Inquiry Main Selection screen.

```
06/01/89                                               PCIPMAIN

              Welcome to the Environmental Protection Agency's

                 Permit Compliance System Inquiry Subsystem


       Mark selection with an 'X' or '?' for Help


                 _  PROMPT Mode for pre-formatted reports

                 _  COMMAND Mode for adhoc queries

                 X MANAGER'S Inquiry

                 _  QUIT - Exit Inquiry
```

Figure 3-2. INQUIRY MAIN Selection Screen

A screen will appear offering the option of generating the Manager's reports or creating a set to be applied to the reports using Set Maintenance or Primary Selection Criteria.

To create a set using Set Maintenance enter "X" next to that option followed by < CR >. The Permit Numbers Set Maintenance screen will appear.

```
04/11/89   ****************** MANAGER'S INQUIRY *******************12:07:54
                               MAIN MENU                         PCQPMAIN



              Select One:



                      x Set Maintenance

                      _ Primary Selection Criteria

                      _ Generate Reports

                      _ QUIT



                 Mark Selection with an 'X'
```

Figure 3-3. MANAGERS INQUIRY Main Menu Screen

At this point, a set can be created, modified or deleted.

"?"   If you don't remember a set name, typing a "?" at the "Set Name:" line will display a window
            listing the names of all sets stored under your user ID.

Select any existing set with an "X".

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```
┌─────────────────────────────────────────────────────────────────────┐
│  05/22/89  ****************  MANAGER'S  INQUIRY  ******************13:51:30 │
│                     Permit Numbers Set Maintenance            PCQPSETM │
│                                                                       │
│     User ID:  MLC                                                     │
│     Set Name:  ?_____                                                 │
│                                                                       │
│          Permit #      Facility Name          Permit #    Facility Name │
│         ---------   ----------------  +----------------------+--------------- │
│                                       |                      |          │
│                                       |  Mark with an  'X' to |          │
│                                       |  select an existing Set |        │
│                                       |                      |          │
│                                       |  x  LUCY        _    |          │
│                                       |                      |          │
│                                       |  _              _    |          │
│                                       |  _              _    |          │
│                                       |  _              _    |          │
│                                       |  _              _    |          │
│                                       |  _              _    |          │
│                                       |  _              _    |          │
│     More Permit Numbers?  _           |  _              _    |          │
│                                       |                      |          │
│     QUIT: _                           +----------------------+          │
└─────────────────────────────────────────────────────────────────────┘
```

Figure   3-4. "?" Option with Existing Sets - (Set LUCY Selected)

The set "Lucy", in this example, with the stored permits will appear. At this point the set can be modified by adding or deleting permits.

```
┌─────────────────────────────────────────────────────────────────────┐
│ 1 04/11/89  ================  MANAGER'S  INQUIRY  ================12:14:21 │
│                     PERMIT NUMBERS SET MAINTENANCE          PCQPSETM   │
│                                                                       │
│     User ID:  MLC                      LAST UPDATED:  12:13:23 04/11/89 │
│     Set Name:  LUCY___                 DELETE THE SET?  _              │
│                                                                       │
│          Permit #     Facility Name          Permit #     Facility Name │
│         ---------   --------------------    ---------   -------------------- │
│     1.  CT0000035  BRISTOL BABCOCK INST    2.  CT0000027  J. B. COGGINS MFG │
│     3.  _____                           4.  _____                │
│     5.  _____                           6.  _____                │
│     7.  _____                           8.  _____                │
│     9.  _____                          10.  _____                │
│    11.  _____                          12.  _____                │
│    13.  _____                          14.  _____                │
│    15.  _____                          16.  _____                │
│    17.  _____                          18.  _____                │
│    19.  _____                          20.  _____                │
│                                                                       │
│     More Permit Numbers?  _                                           │
│                                                                       │
│     QUIT:_                                                             │
└─────────────────────────────────────────────────────────────────────┘
```

Figure   3-5. "?" Option with Existing Sets - (Set LUCY Displayed)

NEW SET NAME In order to save a new set enter an identifying name followed by <CR> on the "Set Name:" line. The permit numbers for the new set may then be entered.

DELETING A SET An existing set can be deleted by selecting the "Delete the Set?" option on the right-hand portion of the Permit Numbers Set Maintenance screen.

```
04/11/89  ================ MANAGER'S INQUIRY ================= 12:23:15
                     PERMIT NUMBERS SET MAINTENANCE          PCQPSETM

  User ID:  MLC
 Set Name:  LUCY2__
 SET LUCY2 HAS BEEN CREATED


       Permit #    Facility Name         Permit #    Facility Name
      ---------  -------------------     ---------  -------------------
   1.  AR0022667  CHEVRON OIL CO-PRESC    2.  OK0025241  DAVIS HATCHERY
   3.  OK0026026  EDMOND, CITY OF (PWA    4.  NM0025542  FORNI BROTHERS DAI
   5.  OK0025119  FREEMAN'S LS AUCTION    6.  TX0003735  GETTY OIL CO-EAGLE
   7.  LA0004804  GETTY OIL CO-PLAQUEM    8.  NM0025411  GOOD SERVICE DAIRY
   9.  LA0004715  GULF OIL CORP-SOUTH    10.  NM0027120  INDIAN LAND-PUEBLO
  11.  LA0003859  KERR-MCGEE CHEM CORP   12.  TX0002992  KIRBY LUMBER
  13.  AR0022705  MISSISSIPPI CHEM.COR   14.  AR0021857  PARIS, CITY OF
  15.  TX0029742  PHILLIPS PETROLEUM C   16.  AR0022748  RALSTON PURINA CO
  17.  OK0025020  RINGLING COMM. LS AU   18.  LA0003964  SOUTHERN NATURAL G
  19.  TX0003123  SUN OIL CO-CHAMBERS    20.  NM0027103  USAEC-LOS ALAMOS (

 More Permit Numbers?
   QUIT: X
```

Figure   3-6. New Set Name Option (cont.) - (Set LUCY2 created)

When the set has been created type "X" at the QUIT option followed by <CR>. The new set will be saved and the system will exit from Set Maintenance and return to the Manager's Inquiry Main Menu screen.

3.1.2 Creating a Set Using Primary Selection Criteria

The Primary Selection Criteria option of creating a set was designed for users with little experience on data terminal keyboards.

This option prompts you to specify up to eight criteria that will characterize the facilities in the set.

The procedures are simple: Select a criterion by entering "X" followed by <CR>.

Inquiry will display a window that lists the choices for that criterion. Once selection is complete, press <CR> and Inquiry will display all facilities that meet the selection criteria.

Enter "X" next to Primary Selection Criteria on the Manager's Inquiry Main Menu screen.

```
04/11/89   ****************** MANAGER'S INQUIRY *******************12:07:54
                             MAIN MENU                       PCQPMAIN



            Select One:


                  _ Set Maintenance

                  X Primary Selection Criteria

                  _ Generate Reports

                  _ QUIT



            Mark Selection with an 'X'
```

Figure   3-7. MANAGERS INQUIRY Main Menu Screen

The Primary Selection Criteria screen will appear and ask what criteria will be applied when selecting the facilities for the set.

```
09/23/93 ================= MANAGER'S INQUIRY ================== 11:46:49
                          Primary Selection Criteria


              Select By:

                        _ Facility Name
                        _ Major/Minor Indicator
                        _ Facility Type
                        _ Region          05 (default)
                        _ State

                        Permit Expiration Date
                        _ Start Date
                        _ End Date

      _ USGS Hydrologic Basin Codes
      _ Standard Industry Classification(s)    _ River Basin(s)





  QUIT :  _
```

Figure   3-8. Primary Selection Criteria Screen

The Primary Selection Criteria are discussed below.

- Facility Name

This criterion allows the user to specify a facility name or a range of names to be viewed.

After entering "X" next to this criterion a display window will appear for the user to enter an alphabetical range.

```
05/22/89 ================= MANAGER'S INQUIRY ================= 14:00:33
                         Primary Selection Criteria


              Select By:

                        x Facility Name
                        _ Majo +------------------------------------+
                        _ Faci |                                    |
                        _ Regi |              Facility   Name        |
                        _ Stat |                                    |
                               | Starting From :  AA_____ |
                        Permit |      Ending at :  M_____ |
                        _ Star +------------------------------------+
                        _ End Date


      _ USGS Hydrologic Basin Codes
      _ Standard Industry Classification(s)    _ River Basin(s)




      QUIT :  _
```

Figure   3-9. Primary Selection Criteria Screen - Facility Name

For example, by entering "AA" in the "Starting From" line and "M" in the "Ending at" options followed by < CR >, Inquiry will respond by recording the choices on the Primary Selection Criteria screen. At this point, press < CR > to see a list of the selected facilities or < TAB > to the next criterion.

Inquiry will display all facility names (AA - ZZ) if a facility name or range is not specified.

- Major/Minor Indicator (MADI)

This criterion allows for specifying whether major or minor facilities will be included in the set.

If "X" is entered next to the Major/Minor Indicator followed by < CR >, Inquiry will display a window for Major/Minor Indicator selection.

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```
05/04/89 ================== MANAGER'S INQUIRY ===================11:47:45
                          Primary Selection Criteria


             Select By:

                            X Facility  +---------------------------+
                            x Major/Min |                           |
                            _ Facility  |    Major/Minor Indicator  |
                            _ Region    |                           |
                            _ State     |        _ Major            |
                                        |        _ Minor            |
                            Permit Expir +--------------------------+
                            _ Start Date
                            _ End Date

         _ USGS Hydrologic Basin Codes
         _ Standard Industry Classification(s)    _ River Basin(s)




     QUIT :  _
```

Figure   3-10. Primary Selection Criteria - Major/Minor Indicator

Inquiry will respond by recording that indicator on the Primary Selection Criteria screen. < TAB > to the next criterion or press < CR > for a list of facilities with a Major or Minor indicator.

Inquiry will display both major and minor facilities if no selection is made.

• Facility Type

This criterion specifies whether municipal, industrial or Federal facilities will be included in the set.

A display window for the Facility Type criterion will appear when selected with an "X" and < CR >. Next, select the appropriate facility type with an "X" and press < CR >.

```
  05/22/89 ================ MANAGER'S INQUIRY ===============14:06:07
                          Primary Selection Criteria


                 Select By:

                         X Facility  +-------------------------+
                         X Major/Mi  |                         |
                         x Facility  |      Facility Type       |
                         _ Region    |                         |
                         _ State     |      _ Municipal         |
                                     |      _ Federal           |
                         Permit Expir|      _ Industrial        |
                         _ Start Dat |                         |
                         _ End Date  |                         |
                                     +-------------------------+
            _ USGS Hydrologic Basin Codes
            _ Standard Industry Classification(s)   _ River Basin(s)




       QUIT :  _
```

Figure   3-11. Primary Selection Criteria - Facility Type

Inquiry responds by recording that facility type on the Primary Selection Criteria screen. Only one facility type can be selected at a time. All facility types will be displayed if no facility type is selected.

Press < CR > to look at the specified selection (and any other criteria previously selected) or < TAB > to the next criterion.

  • Region

This criterion specifies the Region where the facilities are located. In most cases only one Region is accessed at a time.

Select this criterion with an "X" followed by < CR >. A window for Region selection will appear. Select the Region.

```
05/22/89 ================= MANAGER'S INQUIRY =================14:07:15
                        Primary Selection Criteria

                                 +-------------------------------------+
            Select By:           |                                     |
                                 |                                     |
                    X Facility   |                                     |
                    X Major/ Mi  |      CHOOSE ONE REGION              |
                    X Facility   |                                     |
                    X Region  0  |                                     |
                    X State      |         ------                      |
                                 |           _ 01                      |
                                 |           _ 02                      |
                    Permit Expir |           _ 03                      |
                    _ Start Dat  |           _ 04                      |
                    _ End Date   |           _ 05                      |
                                 |           _ 06                      |
      _ USGS Hydrologic Basin Codes         _ 07                      |
      _ Standard Industry Classification(s  _ 08                      |
                                 |           _ 09                      |
                                 |           _ 10                      |
                                 |                                     |
                                 |                                     |
         QUIT_                   +-------------------------------------+
```

Figure   3-12. Primary Selection Criteria - Region

<TAB> to the next criterion or press <CR> to see the facilities in the specific Region selected. Mark
them with an "X" if they need to be included in the set.

Inquiry will display all the facilities in a Region if no selection is made.

  • State

It is possible to specify which State or States to use when selecting the facilities for the set. (A Regional user
must first select the Region criterion in order to select the State criterion.)

Select the State(s) within a Region with an "X" and press <CR>.

```
┌─────────────────────────────────────────────────────────────────────┐
│ 05/22/89 ═════════════════ MANAGER'S INQUIRY ═══════════════ 14:07:15 │
│                       Primary Selection Criteria                       │
│                                                                        │
│                              +-----------------------------------+     │
│           Select By:         |                                   |     │
│                              |                                   |     │
│                  X Facility  |                                   |     │
│                  X Major Mi  |        SELECT ANY STATES          |     │
│                  X Facility  |                                   |     │
│                  X Region  0 |                                   |     │
│                  x State     |          ------                   |     │
│                              |          _  IL                    |     │
│                              |          _  IN                    |     │
│                  Permit Expir|          _  MI                    |     │
│                  _ Start Dat |          _  MN                    |     │
│                  _ End Date  |          _  OH                    |     │
│                              |          _  WI                    |     │
│                              |                                   |     │
│          _ USGS Hydrologic Basin Codes  |                        |     │
│          _ Standard Industry Classification(s |                  |     │
│                              |                                   |     │
│                              |                                   |     │
│                              |                                   |     │
│                              |                                   |     │
│          QUIT :  _           +-----------------------------------+     │
└─────────────────────────────────────────────────────────────────────┘
```

Figure 3-13. Primary Selection Criteria - State

Press < CR > to see a listing of facilities within the selected State(s) or < TAB > to the next criterion. Inquiry will display all the facilities in the States within a Region, if a single State is not specified.

- Permit Expiration Date

Selecting this criterion selects facilities having permits that expire within a certain timeframe or on a specific date. First, a window will appear asking for a permit start month.

```
/                                                                      \
|  05/22/89 ================= MANAGER'S INQUIRY ================14:08:27 |
|                      Primary Selection Criteria                       |
|                                                                       |
|                              +-----------------------------------+    |
|            Select By:        |                                   |    |
|                              |         Expiration                |    |
|                 X Facility   |         Start Date                |    |
|                 X Major/ Mi  |                                   |    |
|                 X Facility   |           Month                   |    |
|                 X Region  0  |         --------                  |    |
|                 X State   I  |         _ January                 |    |
|                              |         _ February                |    |
|                 Permit Expir |         _ March                   |    |
|                 x Start Dat  |         _ April                   |    |
|                 _ End Date   |         _ May                     |    |
|                              |         _ June                    |    |
|       _ USGS Hydrologic Basin Codes     _ July                   |    |
|       _ Standard Industry Classification(s  _ August            |    |
|                              |         _ Sept                    |    |
|                              |         _ October                 |    |
|                              |         _ November                |    |
|                              |         _ December                |    |
|           QUIT :  _          +-----------------------------------+    |
\                                                                      /
```

Figure   3-14. Primary Selection Criteria - Permit Expiration

Select a month by entering an "X" followed by <CR>. Next, a window will appear for selection of the Start Year. After making a selection for the Start Year, the same cycle of screens will appear asking for a permit end date, month and year. (The screens are not shown).

After making the selections, press <CR> to display a list of facilities for the specified permit expiration date range. These selections can be included in the set by marking them with an "X". <TAB> to the next criterion to complete the selection criteria.

Inquiry will display facilities with any expiration date if no permit expiration date is specified.

• USGS Hydrologic Basin Codes

This criteria provides the USGS Hydrologic Basin Code Sub-field Selection Criteria menu.

The United States Geological Survey has created Hydrologic Basin codes. They provide a means to determine the area into which a facility discharges, and the particular stream segments into which a facility discharges, so the impact of discharges into a waterway can be evaluated. The codes aid in retrieving Limits and Discharge Monitoring Information on particular stream segments so the impact of discharges into a waterway can be evaluated.

```
09/23/93 ================= MANAGER'S INQUIRY ==================== 11:46:49
      USGS Hydrologic Basin Code Sub-field Selection Criteria

            Select One:

                          _ USGS Region

                          _ USGS Sub-region

                          _ USGS Accounting Unit

                          _ USGS Cataloging Unit/Hydrologic Basin Cd




   QUIT :  _
```

Figure   3-15. USGS Hydrologic Basin Code Sub-menu

The USGS Hydrologic Basin Code Sub-field Selection Criteria menu contains the following selections:

• **USGS Region**

  A two character hydrologic code subdividing and identifying each region of the United States. This code provides the first two characters of the USGS Hydrologic Basin Code.

• **USGS Sub-region**

  A four character code consisting of Region and two additional characters which further subdivides and identifies basin areas of the United States. This code provides the first four characters of the USGS Hydrologic Basin Code.

• **USGS Accounting Unit**

  The combination of Region, Sub-region, and two additional characters used by USGS for managing the National Water Data Network. This code provides the first six characters of the USGS Hydrologic Basin Code.

• **USGS Hydrologic Basin Code (Cataloging Unit)**

  The combination of Region, Sub-region, Accounting Unit, and two additional characters used by the USGS Office of Water Data Coordination in maintaining the Catalog of Information on Water Data. These eight characters make up the USGS Hydrologic Basin Code.

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• Standard Industrial Classification Code (SIC2)

Facilities from a specific industry, as classified by the Standard Industrial Classification codes (SIC2), can also be selected.

Choose the Standard Industrial Classification (SIC) criterion with an the usual "X" followed by < CR >. A list of SIC codes will appear.

```
                                          Number Selected:

            ILLINOIS
                      _  BITUMINOUS COAL AND LIGNITE
                      _  BITUMINOUS & LIGNITE MINE SERV
                      _  CRUDE PETROLEUM & NATURAL GAS
                      _  OIL AND GAS FIELD SERVICES NEC
                      _  DIMENSION STONE
                      _  1421 NO DESCRIPTION
                      _  CRUSHED AND BROKEN LIMESTONE
                      _  CRUSHED AND BROKEN GRANITE
                      _  1441 NO DESCRIPTION
                      _  CONSTRUCTION SAND AND GRAVEL
                      _  INDUSTRIAL SAND
                      _  FLUORSPAR
                      _  NONMETALLIC MINERALS SERVICES
                      _  NONMETALLIC MINERALS, NEC
                      _  SINGLE-FAMILY HOUSING CONSTRUC
                      _  WATER SEWER AND UTILITY LINES
                      _  HEAVY CONSTRUCTION NEC
                      _  CONCRETE WORK
                      _  STRUCTURAL STEEL ERECTION
      QUIT: _
```

Figure 3-16. Primary Selection Criteria - Standard Industrial Class.

Select up to five SIC codes by marking them with an "X". The SIC codes will be recorded on the Primary Selection Criteria screen when < CR > is pressed.

As with the other criteria, < TAB > to the next criterion or press < CR >, to see the facilities specified by the previous criteria.

Inquiry will display facilities with all SIC codes for selection if an SIC code is not specified.

• River Basin (BAS4)

The last criterion, River Basin, allows facilities on a specific river basin to be included in the set.

The procedures here are the same as the other seven criteria. Enter "X" followed by < CR > to see a listing of the river basins within a specific Region or State.

```
PRESS ENTER TO CONFIRM SELECTIONS                    Number Selected:

                  ILLINOIS
                           X   NE/PENOBSCOT R.
                           X   OR/MUSKINGUM R.
                           X   OR/SALT R.
                           X   OR/WABASH R.
                           X   OR/CUMBERLAND R.
                           _   OR/OHIO R-MAIN STEM
                           _   UM/RAINY R.
                           _   UM/L. UP MISSISSIPPI
                           _   UM/WISCONSIN R.
                           _   UM/MISS. R-WAPSIPINI
                           _   UM/ROCK R.
        QUIT: _
```

Figure   3-17. Primary Selection Criteria - River Basin Codes

It is possible to select up to 5 river basin codes at one time. These river basins will be recorded on the Primary Selection Criteria screen.

Inquiry will display facilities with all river basin codes for selection if no river basin code is specified.

Press <CR> and Inquiry will list the facilities that meet all the primary selection criteria designated.

Next, select the facilities with an "X" to be included in the set.

```
PRESS ENTER TO CONFIRM SELECTIONS                  Facilities Selected:

              ILLINOIS   _   Select all displayed
                         X   BATAVIA, CITY OF                IL0022543
                         X   BAXTER HEALTHCARE, INC.         IL0024074
                         X   BEARDSTOWN SWG TRMT PLT         IL0025135
                         X   BELLEVILLE, VILLAGE OF          IL0021873
                         X   BELVIDERE, CITY OF              IL0027685
                         X   BENSENVILLE, VILLAGE OF         IL0021849
                         X   BENTON, CITY OF                 IL0022365
                         X   BLOOMINGDALE SOUTH STP          IL0021130
                         X   BLOOMINGTON-NORMAL S.D.         IL0027731
                         X   BOLINGBROOK STP                 IL0032689
                         X   BORDEN INC.                     IL0001350
```

Figure   3-18. Primary Selection Criteria Screen - Confirmation Screen

At this point a set has been created. It must be named before applying it to any of the preformatted reports. There are three possible options: (1) creating a permanent set by saving it, (2) temporarily saving the set under the Inquiry-generated name of "TEMPSET", (3) ignoring the selections made and starting over.

```
                ILLINOIS   _   Select all displayed
                           _   CIPS-COFFEEN                        IL0000108
                           _   CIPS-GRAND TOWER                    IL0000124
                           _   CIPS-HUTSONVILLE                    IL0004120
                           _   CIPS-MEREDOSIA                      IL0000116
                           _   CIPS-NEWTON                         IL0049191
                           _   CIRCLE SMELTING, IND                IL0005231
                           _   CITIZEN UTILITY CO.-PLT#1           IL0032727
                           _   CITIZENS UTILITY COMPANY OF IL      IL0032735
                           _   CLARK OIL REFINING                  IL0001244
                           _   CLINTON SANITARY DISTRICT           IL0023612
                  +------------------------------------------+     IL0028215
                  |                                          |     IL0002178
                  | Select  one of the following:        |D     IL0002186
                  |                                      |ELA   IL0002194
                  | Save set under your name      _____  | CO   IL0002208
                  | Save set under reserved name         |ET    IL0002216
                  |  'TEMPSET'                        _  |N     IL0002224
                  | Ignore selections made           _  |       IL0002232
                  |                                      |AID   IL0002241
        QUIT: x   +------------------------------------------+
```

Figure   3-19. Primary Selection Criteria Screen - Set Name Window

After naming the set, Inquiry will save it under the user ID and it will become one of the sets stored under Set Maintenance. The set can then be used repeatedly to generate preformatted reports.

If the set is to be used only during the current session, enter "X" next to "TEMPSET" followed by <CR>.

Inquiry will temporarily save the set under "TEMPSET" and go directly to the Report Selection screen where reports with the newly created "TEMPSET" can be generated. When the Inquiry session is terminated, "TEMPSET" will be deleted from the system.

If either changes are needed to the set or to create a different set, enter "X" next to the "Ignore" option followed by <CR>. The selections will be deleted and the user can start again.

3.1.3 Selecting a Manager's Inquiry Report

The next step is to obtain specific information on the facilities selected. Each of the Manager's Inquiry reports is in a fixed format with the most useful and commonly sought after information on different aspects of NPDES permits.

There are nine reports that can be produced.

- Facility Directory
- Facility Overview
- Permit Events Report
- Inspections
- Compliance Schedules and Violations
- Enforcement Actions
- Outfall Limits

- DMR Overview

- Evidentiary Hearings

3.1.4 Selecting an Inspections Report

This report lists the permit number, facility name, facility type, type of inspection, inspection date, inspector, QA-based data, and any comments.

The report selection process is the same as that of Primary Selection Criteria; criteria for the report is entered through selection screens.

To begin generating an Inspections Report enter "X" next to "Generate Reports" on the Inquiry Main Menu followed by <CR>.

```
04/11/89  ****************** MANAGER'S INQUIRY ********************12:07:54
                              MAIN MENU                          PCQPMAIN



         Select One:



                _ Set Maintenance

                _ Primary Selection Criteria

                X Generate Reports

                _ QUIT


          Mark Selection with an 'X'
```

Figure   3-20. MANAGERS INQUIRY Main Menu Screen

Inquiry will display the Report Selection screen.

```
  09/07/91  ================ MANAGER'S  INQUIRY ==============09:02:34
                                                           PCQPRPTS
                            Report Selection


                       ┆
              Select One:
                          _ Facility Directory
                          _ Facility Overview
                          _ Permit Events
                          _ Inspection Scheduling
                          x Inspections
                          _ Compliance Schedules
                          _ Enforcement Actions
                          _ Outfall Limits
                          _ DMR Overview
                          _ Evidentiary Hearings
                          _ Pretreatment PCI/Audit
                          _ Pretreatment Performance Summary




  QUIT:  _
```

Figure   3-21. MANAGERS Mode Report Selection Screen

The Report Selection screen will prompt for the selection of one of nine reports. Select the Inspections Report with "X" followed by < CR >.

The Inspections Permit/Set Selection screen will appear.

```
                    **** Manager's  Inquiry ****        10:48:50
                    Permit  /  Set  Selection           PCQPRPTS
                        Facility Directory



        Select One:


                 x Permit Number
                 _ Set
```

Figure   3-22. MANAGERS Mode Permit/Set Selection Screen - Permit Selection

The Permit/Set Selection screen offers the option of generating a report based either on a single permit
number or a set of permits.

```
                    **** Manager's  Inquiry ****        10:48:50
                    Permit  /  Set  Selection           PCQPRPTS
                        Facility Directory



        Select One:


                 x Perm +--------------------------------+
                 _ Set  |                                |
                        |                                |
                        |   Enter Permit Number:  _____ |
                        +--------------------------------+
```

Figure   3-23. MANAGERS Mode Permit/Set Selection Screen - Permit Selection

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If the Permit Number option is selected, enter the permit number in the space provided followed by < CR >. Use this option to look at a single permit only.

In the second option, choosing a set, enter an "X next to "Set Name:" followed by < CR >.

A window will appear on the Permit/Set Selection screen prompting for the set name.

```
  04/26/89              **** Manager's  Inquiry ****      09:02:51
                        Permit  /  Set  Selection         PCQPRPTS
                             Inspections



        Select One:


               _ Permit Number
               x Set  +---------------------------------------------+
                      |                                             |
                      |  Enter:                                     |
                      |           Set Name:  _____                 |
                      |             UserID:  SFL                    |
                      |       Use Partial Set:  _  (Mark with 'X')  |
                      +---------------------------------------------+




    QUIT: _
```

Figure   3-24. MANAGERS Mode Permit/Set Selection Screen (Set Option)

Enter "?" in "Set Name:" followed by < CR >. Inquiry will display the names of all the sets saved under the user ID. Make a selection of any set with an "X".

To produce the report using only a portion of the facilities in a set, enter a set name and mark an "X" next to "Use Partial Set". Inquiry will display all the facilities in the set. Mark those facilities with an "X" that will be applied to the reports.

After making a selection, press < CR >.

Inquiry will display the Inspection Criteria screen. Note that the first permit, IL0000035 - AMOCO-WOODDRIVER, is ready for inspection criteria to be applied to it.

```
┌──────────────────────────────────────────────────────────────────┐
│  04/26/89              **** MANAGER'S INQUIRY ****      09:03:18   │
│                          Inspection Criteria           PCQPINSS    │
│                                                                    │
│              IL0000035     -   AMOCO-WOODRIVER                      │
│                                                                    │
│                      Inspection Date                               │
│                      _ Start Date                                  │
│                      _ End Date                                    │
│                                                                    │
│                    _ Inspection Type                               │
│                                                                    │
│                    _ Inspector                                     │
│                                                                    │
│                    _ Sludge                                        │
│                                                                    │
│                    _ Tally                                         │
│                                                                    │
│                    _  Restart Set                                  │
│                                                                    │
│                                                                    │
│                                                                    │
│   QUIT : _            Press <ENTER> to view report                 │
└──────────────────────────────────────────────────────────────────┘
```

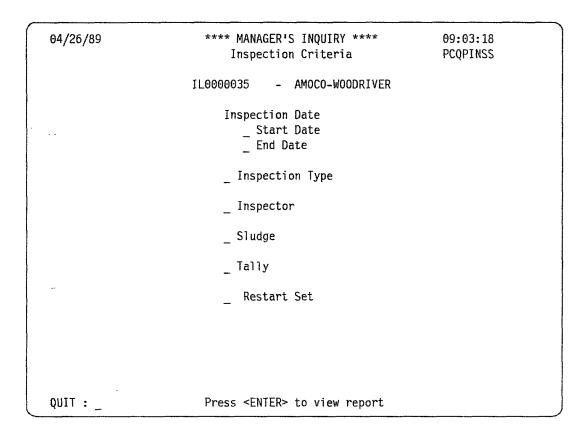Figure 3-25. MANAGERS INQUIRY Inspection Criteria Screen

The system is now ready for the user to select the criteria for the Inspections report.

- Inspection Date Range

Specify the timeframe within which a certain facility has been inspected. Select this criterion in the usual manner--with an "X" followed by < CR >.

Inquiry will respond by displaying an Inspection Start Date window.

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```
+-----------------------------------------------------------------------+
|  04/26/89               **** MANAGER'S INQUIRY ****      09:05:20      |
|                           Inspection Criteria           PCQPINSS       |
|                                                                        |
|              IL0000108    -  CIPS-COFFEEN                              |
|                                                                        |
|                     Inspection Date                                    |
|                      X Start Date       1/1/88                         |
|                      _ End Date                                        |
|                                                                        |
|                     _ Inspection Type                                  |
|                                                                        |
|                     _ Inspector                                        |
|                                                                        |
|                     _ Sludge                                           |
|                                                                        |
|                     _ Tally                                            |
|                                                                        |
|                     _  Restart Set                                     |
|                                                                        |
|                                                                        |
|                                                                        |
|   QUIT : _            Press <ENTER> to view report                     |
+-----------------------------------------------------------------------+
```
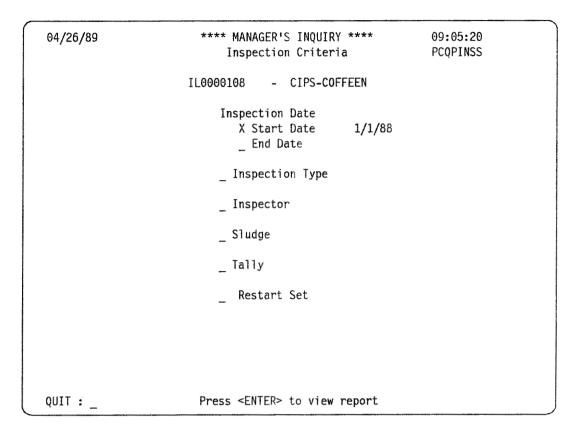
Figure   3-26. MANAGERS INQUIRY Inspection Criteria Screen with Inspection Start Date

Enter an "X" next to the appropriate month followed by <CR>. Next, a start year window (not shown here) will appear. Follow the same procedure.
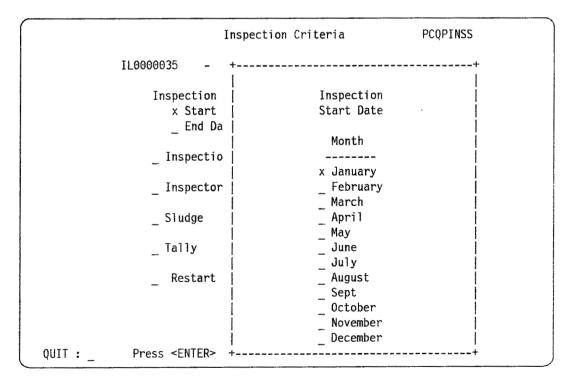
```
+-----------------------------------------------------------------------+
|                       Inspection Criteria           PCQPINSS           |
|                                                                        |
|          IL0000035    -   +------------------------------------+       |
|                           |                                    |       |
|          Inspection       |       Inspection                   |       |
|            x Start        |       Start Date                   |       |
|            _ End Da       |                                    |       |
|                           |         Month                      |       |
|          _ Inspectio      |         --------                   |       |
|                           |       x January                    |       |
|          _ Inspector      |       _ February                   |       |
|                           |       _ March                      |       |
|          _ Sludge         |       _ April                      |       |
|                           |       _ May                        |       |
|          _ Tally          |       _ June                       |       |
|                           |       _ July                       |       |
|          _  Restart       |       _ August                     |       |
|                           |       _ Sept                       |       |
|                           |       _ October                    |       |
|                           |       _ November                   |       |
|                           |       _ December                   |       |
|   QUIT : _    Press <ENTER>  +------------------------------------+     |
+-----------------------------------------------------------------------+
```

Figure   3-27. Inspection Start Date Window

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Inquiry will clear the window from the screen and enter the selected date on the Inspection Criteria screen.

To specify an end date place an "X" next to End Date and follow the same procedures used in selecting the Start Date.

If no timeframe is specified, Inquiry will display all inspection dates for the selected permit.

· • Inspection Type

The Inspection Type criterion is used to identify those facilities that have undergone a specific type of inspection. Select this criterion with an "X" and <CR>.

Inquiry will then display the Inspection Type screen.

```
         Inspe +-------------------------------------+      S
               |                                     |
    IL0000108  |            Inspection Type          |
               |                                     |
      Inspec   |  _  PRETREATMENT COMPL. INSPECTION  |
        X S    |  _  PERFORMANCE AUDIT               |
        X E    |  _  COMPLIANCE BIOMONITORING        |
               |  _  COMPLIANCE EVAL (NON-SAMPLING)  |
      x Insp   |  _  CORPS OF ENGINEERS INSPECTION   |
               |  _  COMPLIANCE SAMPLING             |
      _ Insp   |  _  TOXICS INSPECTION               |
               |  _  RECONNAISSANCE                  |
      _ Slud   |  _  ENFORCEMENT CASE SUPPORT        |
               |  _  DIAGNOSTIC                      |
      _ Tall   |  _  INDUSTRIAL USER INSPECTION      |
               |  _  PRETREATMENT AUDIT              |
      _ Res    |  _  IND. USER INSP. W/ PRET. AUDIT  |
               |  _  FOLLOW-UP INSPECTION            |
               |  _  PRETREATMENT FOLLOW-UP          |
               |                                     |
 QUIT :   Press <EN +--------------------------------+
```

Figure   3-28. MANAGERS INQUIRY Inspection Criteria Screen - Inspection Types

Only one inspection type may be selected at a time. Inquiry will clear the selection window from the screen and display the selected inspection type on the Inspection Report Criteria screen.

Inquiry will display all inspection types if none is specified.

• Inspector Type Criterion

The Inspector Type criterion identifies those facilities with a specific inspector type.

If this criterion is selected, Inquiry will display the Inspector Codes window.

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```
  04/26/89              **** MANAGER'S INQUIRY ****         09:10:03
                  Inspe +---------------------------------------+SS
                        |                                       |
         IL0000108      |          Inspector                    |
                        |                                       |
           Inspec |   _  CONTRACTOR                             |
              X S |   _  CORPS OF ENGINEERS                     |
              X E |   _  JOINT EPA & ST (EPA LEAD)              |
                  |   _  NEIC                                   |
           X Insp |   _  EPA (REGIONAL)                         |
                  |   _  STATE                                  |
           x Insp |   _  JOINT EPA & ST (ST LEAD)              |
                  |                                       |
          _ Slud  |                                       |
                  |                                       |
          _ Tall  |                                       |
                  |                                       |
          _  Res  |                                       |
                  |                                       |
                  |                                       |
                  |                                       |
   QUIT :      Press <EN +---------------------------------------+
```

Figure 3-29. MANAGERS INQUIRY Inspection Criteria Screen - Inspector Codes

Only one inspector code can be selected at a time. Inquiry will clear the window from the screen and display the inspector code on the Inspection Criteria screen.

Inquiry will display all inspector values if no inspector type is selected.

- Producing a Tally

The Tally feature is used to determine the number of records in the database that satisfy the selection criteria.

To produce a tally, enter "X" at the Tally criterion option.

Inquiry will calculate the number of records that meet the selection criteria.

```
┌─────────────────────────────────────────────────────────────────┐
│  04/26/89            MANAGER'S INQUIRY TALLY RESULTS    14:35:27  │
│                          Inspection Report                       │
│                                                                  │
│                                                                  │
│        There were a total of 5 Facility(s) checked.             │
│                                                                  │
│           There were 58 Inspections Records found for 2 Facility(s). │
│                                                                  │
│                                                                  │
│                                                                  │
│   Tally calculations represent those records that have been viewed since   │
│                                                                  │
│   your last criteria selection for this report.                  │
│                                                                  │
│                                                                  │
│                                                                  │
│                 End of Report - Press <ENTER> to continue.       │
└─────────────────────────────────────────────────────────────────┘
```

Figure   3-30. MANAGERS INQUIRY Tally Screen - Inspection Report

Displaying the Report Output Data

The Inspection Report may be produced directly from the criteria screen or after the Tally report is completed. To produce an Inspections Report, press < CR > and make no entry at the Tally option.

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An example of an Inspections Report is shown below.

```
                          MANAGER'S INQUIRY           14:39:34
                          Inspection Report            PCQPINSR

             IL0000035  -  AMOCO-WOODRIVER


                 Facility Type: INDUSTRIAL
   Type: COMPLIANCE SAMPLING        Inspection Date: 07/12/89
   Inspector: STATE                 QA Data-Based:
                                    Report Received Date: 07/30/89
   Comments:  OUT/780805/780810/  EF/ENFORCEMENT PENDING



                 Facility Type: INDUSTRIAL
   Type: COMPLIANCE SAMPLING        Inspection Date: 07/26/89
   Inspector: STATE                 QA Data-Based:
                                    Report Received Date: 08/15/89
   Comments:      790914




   Quit:_              Press <ENTER> to continue
```

Figure   3-31. MANAGERS INQUIRY Inspection Report

Frequently, when looking at a set of permits, Inquiry will indicate that more output can be obtained. Press < CR > and the next screen of information will be displayed.

When all of the report data has been displayed, the following message will appear: End of Report - Enter < CR > to continue.

Entering < CR > will return to the Manager's Inquiry Report Selection screen where another report can be selected or Inquiry can be exited from.

To end the Inquiry session, type "X" followed by < CR > at the "Quit" line. The system will exit Inquiry and return to TSO.

3.2 Prompt Mode

Inquiry's Prompt Mode provides fixed format reports containing the most useful and most commonly sought after information about a specific aspect of NPDES permits.

Information ranging from broad summary data to detailed measurement data, at the level of an individual outfall, can be accessed quickly for review. This makes Prompt Mode a valuable tool for those who need quick access to information on NPDES permits.

This section of the manual will cover an Inquiry Prompt mode session for producing the Facility Directory Report. The main topics are:

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- Selecting a Prompt mode report
- Specifying selection criteria
- Verifying selection criteria (and reentering, if appropriate)
- Getting a tally of the number of permit records selected by the criteria and/or displaying the report output data.

3.2.1 Selecting a Prompt Mode Report

To enter Prompt mode enter "X" on the Inquiry Main Selection Screen.

```
06/01/89                                              PCIPMAIN

            Welcome to the Environmental Protection Agency's

            Permit Compliance System Inquiry Subsystem


        Mark selection with an 'X' or '?' for Help


                X PROMPT Mode for pre-formatted reports

                _ COMMAND Mode for adhoc queries

                _ MANAGER'S Inquiry

                _ QUIT - Exit Inquiry
```

Figure   3-32. INQUIRY MAIN Selection Screen

Inquiry will respond by displaying the Prompt Mode Main Selection Screen.

```
  09/07/91        **** PCS Inquiry - Prompt Mode ****         PCIPPRMP
                         - Main Selection -


          Report                        Description
     ------------        ------------------------------------
          DIR                 Facility Directory
          FAC                 Facility Overview Report
          PER                 Permit Tracking Report
          ISS                 Inspection Scheduling Report
          INS                 Inspection Report
          SCH                 Compliance Schedule & Violations
          ENF                 Enforcement Action Report
          LIM                 Outfall Limits Report
          DMR                 DMR Overview Report
          HEA                 Evidentiary Hearing Report
          COD                 Code & Description Report
          PCI                 Pretreatment PCS/Audit
          SUM                 Pretreatment Performance Summary


  (Q)uit - to end Inquiry session    (C)ommand - to enter Command Mode



  Enter selection: ____
```

Figure   3-33. PROMPT Mode Main Selection Screen.   Allows user to select a particular report.

Respond to the "Enter Selection" prompt by entering the three-character name of the report to be produced.

The short forms of the report names (entries in the 'Report' column of the selection screen) are the selection names for each of the reports.

To select the Facility Directory type DIR.

3.2.2 Facility Directory Report

The Facility Directory Report lists basic identifying data on permitted facilities selected according to user-specified values. For example, the Facility Directory Report lists the Permit Number, Facility Name, Major/Minor Indicator, Permit Issue and Expiration dates, and the City, County and State where the facility is located for each permit included in the report.

To get a report that contains this information for only those permits of interest, qualify the selection criteria on the Facility Directory Selection Screen.

To produce the Facility Directory Report, entry of at least one of the following selection criteria is required:

- Facility Name

- Region

- County Code

- River Basin Code

- Major/Minor Indicator

- State

- Type of Ownership
- Permit Expiration Date
- Standard Industrial Classification (SIC)

Since the selection of permit files for the Facility Directory Report can be based on any single criterion or on any possible combination of them, it is possible to use this report to answer a wide variety of questions:

- What is the permit number of a facility known only by name?
- Which facilities in a given county are major dischargers?
- Which facilities located in a particular river basin are engaged in a specific industry (SIC code)?
- What are the publicly-owned facilities in a particular county whose permits will expire during the current fiscal year?

The Facility Directory Report Selection Screen is displayed below:

```
 04/04/89              **** PCS Inquiry - Prompt Mode ****      PCIPDIR
                       - Facility Directory Selection Screen -

                       Facility Name
                         Start (*): *_____  - End (*): *_____


                       Major/Minor Indicator (*)...... *_
                       Region (*)..................... *_
                       State (*)...................... *_
                       State/County Code (*).......... *___


                       Type of Ownership Code (*)..... *__
                       SIC Code (*)................... *___
                       4 Dig. Maj/Min River Basin (*): *___


                       Permit Expiration Date Range (as MMDDYY)
                           Start (*): *____  - End (*): *____



                                 Tally (y/n): N



 Cmd: ___             Press <ENTER> to produce output
```

Figure 3-34. Facilty Directory Selection Screen

Selection criteria for the Facility Directory Report:

Facility Name Criteria - Start and End Range (Optional)

The Facility Name criteria consists of Start and End fields where a name or a range of names for the report can be specified. The Facility Name criteria are entered to:

- List basic identification data on a specific facility whose name is known.
- List one or more of several facilities with the same or similar name (for example, in cases where two or more facilities are operated by a single owner).

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- Find a facility by name, without knowing the correct spelling of the name.

To specify a facility name or range of names, enter up to eight characters of the name in both the Start Field and the End Field. An entry in the Start Field will specify the beginning value for a range of names. An entry in the End field will specify the ending value for the range of names. If only one facility name is of interest, specify the same characters in the Start Field and the End field. The value for the Start Field must be less than the value for the End Field or an error message will be displayed.

An "*" is entered in both the "Start" and "End" fields to locate any permits meeting the rest of the criteria specified. This will instruct Inquiry to select facilities with name values from "AA" through "ZZ999999" or all facilities.

If selection of the Facility Name criteria is followed by <CR>, Inquiry will produce the report using default values for any unspecified selection criteria.

To move between fields use the <TAB> key. Inquiry will move to the next selection criterion on the Facility Directory Report Selection Screen, the Major/Minor indicator:

Major/Minor Indicator Criterion (optional)

The Major/Minor Indicator Criterion is used to specify and display the major/minor status of a facility.

One of three choices can be specified:
- Select major discharging facilities only - For major dischargers only, enter "M".
- Select minor discharging facilities only - For minor dischargers only, enter a "BLANK".
- Select major and minor discharging facilities - To list both major and minor dischargers, an "*" is entered.

If selection of the Major/Minor Indicator criterion is followed by <CR>, Inquiry will produce the report using the values selected and any values for unspecified criteria will be the defaults. Move to the next selection criterion with <TAB>.

Region Criterion (optional)

The Region criterion is used to specify the Region for the report.
- Enter the two-digit code for a specific Region.
- Since PCS users now have national access capability, enter a specific Region code.

When a Region is selected followed by <CR>, Inquiry will produce the report using the Region criterion and any default values for the other unspecified criteria. Move to the State Selection criterion field by using the <TAB> key.

State Criterion (optional)

The State criterion is used to specify the State to be displayed on the report. After selecting a Region to view, enter a two-character State code for those States in the specified Region.

If the State criterion entered is followed by <CR>, Inquiry will produce the report using the State criterion and any other criteria selected. Inquiry will use the default values of any unspecified criteria.

County Code (optional)

The County Code criterion is used to specify the counties to display on the report. To view a listing of the county codes, enter "?" in the first space for the County Code followed by <CR>.
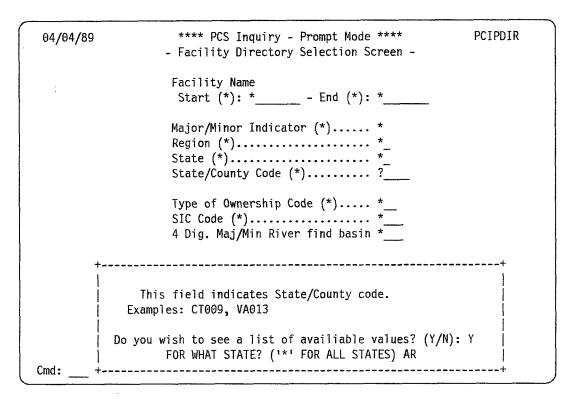
```
 04/04/89              **** PCS Inquiry - Prompt Mode ****        PCIPDIR
                       - Facility Directory Selection Screen -

                       Facility Name
                        Start (*): *_____ - End (*): *_____

                       Major/Minor Indicator (*)...... *
                       Region (*)..................... *_
                       State (*)...................... *_
                       State/County Code (*).......... ?___

                       Type of Ownership Code (*)..... *__
                       SIC Code (*)................... *___
                       4 Dig. Maj/Min River find basin *__

              +-----------------------------------------------------------+
              |                                                           |
              |      This field indicates State/County code.              |
              |    Examples: CT009, VA013                                 |
              |                                                           |
              |  Do you wish to see a list of availiable values? (Y/N): Y |
              |        FOR WHAT STATE? ('*' FOR ALL STATES) AR            |
 Cmd: ___     +-----------------------------------------------------------+
```

Figure   3-35. State/County Code "Help" Screen

When both "Y" and a State code are entered in response to the question and followed by <CR>, Inquiry will display a listing of the County Codes for the specified State.

To return to the Selection Screen after viewing the codes, press <CR>.

To list only the facilities that are located in a specific county, enter the 2-character alphabetic State code plus the 3-digit county code.

An '*' must be entered to display any permit in any county. Inquiry will use the default of all county codes.

When <CR> is pressed, Inquiry will produce the report using the county code criterion and any default values for any unspecified selection criteria. <TAB> to the next selection criterion to continue selecting criterion for this report.

Type of Ownership Criterion (optional)

The Type of Ownership criterion is used to select facilities with a specific type of ownership.

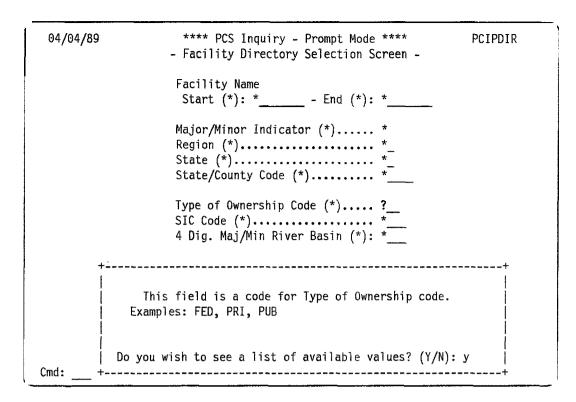To view a listing of the Type of Ownership codes, enter "?" in the first space for the code followed by <CR>.

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```
04/04/89                **** PCS Inquiry - Prompt Mode ****           PCIPDIR
                         - Facility Directory Selection Screen -

                       Facility Name
                         Start (*): *_____  - End (*): *_____

                       Major/Minor Indicator (*)...... *
                       Region (*)..................... *_
                       State (*)...................... *_
                       State/County Code (*).......... *___

                       Type of Ownership Code (*)..... ?__
                       SIC Code (*)................... *__
                       4 Dig. Maj/Min River Basin (*): *__

              +----------------------------------------------------------+
              |                                                          |
              |      This field is a code for Type of Ownership code.    |
              |   Examples: FED, PRI, PUB                                |
              |                                                          |
              |                                                          |
              |                                                          |
              |   Do you wish to see a list of available values? (Y/N): y |
    Cmd: ___  +----------------------------------------------------------+
```

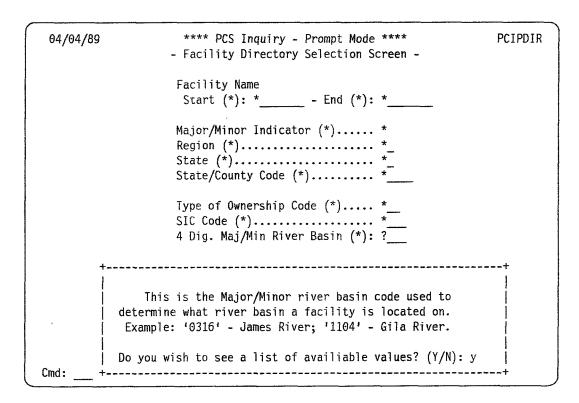Figure   3-36. Type of Ownership Code "Help" Screen

Entering "Y" in response to "Do you wish to see a list of available values ?" followed by < CR > will
display Type of Ownership codes.

To return to the Selection Screen after viewing the codes, press < CR >.

To list only those facilities of a specific type of ownership (that also meets other selection criteria), enter one
of the Type of Ownership codes.

To list the facilities that meet the other selection criteria regardless of the type of ownership, enter "*"

After entering the Type of Ownership, press < CR >. Inquiry will produce the report using any criteria
selected up to this point and also the default values for any unspecified selection criteria. After selecting
Type of Ownership, < TAB > to the next field to continue selections for the report.

Standard Industrial Classification (SIC) Code Criterion (optional)

Using this criterion instructs Inquiry to list only those facilities engaged in a particular type of industrial
activity classified by the SIC codes.

To view a listing of the SIC codes, enter "?" in the first space for the SIC selection criteria followed by
< CR >.

```
  04/04/89              **** PCS Inquiry - Prompt Mode ****        PCIPDIR
                        - Facility Directory Selection Screen -

                        Facility Name
                          Start (*): *_____ - End (*): *_____

                        Major/Minor Indicator (*)...... *
                        Region (*)..................... *_
                        State (*)...................... *_
                        State/County Code (*).......... *___

                        Type of Ownership Code (*)..... *__
                        SIC Code (*)................... ?__
                        4 Dig. Maj/Min River Basin (*): *__

           +-------------------------------------------------------------+
           |                                                             |
           |       This is the 'principal activity causing the facility  |
           | discharge' code.                                            |
           |   Examples: 0131 (cotton), 1477 (sulfur)                    |
           |                                                             |
           |   Do you wish to see a list of availiable values? (Y/N): y  |
  Cmd:  ___ +-------------------------------------------------------------+
```

Figure   3-37. Standard Industrial Classification "Help" Screen

Enter "Y" in response to "Do you wish to see a list of available values?" followed by <CR> and Inquiry will display the SIC codes.

Press <CR> to return to the Selection Screen after viewing the codes.

Entering "N" followed by <CR> returns to the selection screen at the SIC criterion.

To specify a SIC code, enter the appropriate 4-digit numeric code.

To list facilities meeting the specified selection criteria regardless of industrial classification, an '*' must be entered. Inquiry will use the default value of all SIC codes.

Press <CR> to produce a report using all the values selected up to now, or <TAB> to the next selection criterion.

Major/Minor River Basin Code Criterion (optional)

This criterion instructs Inquiry to list only those facilities within a specified major or minor river basin.

To see a listing of the Major/Minor River Basin codes, enter "?" in the first space for the code followed <CR>.

```
  04/04/89            **** PCS Inquiry - Prompt Mode ****          PCIPDIR
                     - Facility Directory Selection Screen -

                   Facility Name
                     Start (*): *_____ - End (*): *_____

                   Major/Minor Indicator (*)...... *
                   Region (*)..................... *_
                   State (*)...................... *_
                   State/County Code (*).......... *____

                   Type of Ownership Code (*)..... *__
                   SIC Code (*)................... *___
                   4 Dig. Maj/Min River Basin (*): ?___

          +----------------------------------------------------------+
          |                                                          |
          |        This is the Major/Minor river basin code used to  |
          |     determine what river basin a facility is located on. |
          |       Example: '0316' - James River; '1104' - Gila River.|
          |                                                          |
          |     Do you wish to see a list of availiable values? (Y/N): y
  Cmd: ___ +----------------------------------------------------------+
```

Figure   3-38. Major/Minor River Basin Code "Help" Screen

Entering "Y" in response to "Do you wish to see a list of available values?" followed by < CR > will display the Major/Minor River Basin Codes specific to the selected Region of State.

To return to the Selection Screen after viewing the codes, press < CR >.

To specify a river basin, enter the appropriate 4-digit numeric code followed by < CR >.

NOTE:The 4-digit major/minor river basin code consists of a 2-digit major river basin code plus a 2-digit minor river basin within the major river basin system. Selection of this criterion specifies only the facilities located in the major/minor river basin.

Enter '*' for Inquiry to default to all river basin codes. Press < CR > to see the report based on the selection criteria and any other default values not specified, or < TAB > to the next field.

Permit Expiration Date Range Criterion (optional)

This criterion instructs Inquiry to list only those facilities whose NPDES permits expire (1) on a specific date or (2) within a specified range of dates.

The date(s) must be entered in the 'MMDDYY' format. This means that the date entry must be six characters long only--month, day, and year entries must each be two characters long. The entry for "January 1, 1989" would be '010189'.

To select only those permits expiring on a specific date, the same date must be entered in the Start and End fields.

To specify an expiration date range, enter the appropriate beginning date (for example, 010182) and ending date (for example, 123186) must be entered.

If an expiration date is not specified, enter '*'. Inquiry will then use the default value of all dates.

This is the last of the criteria needed to produce the Facility Directory Report.

3.2.3 Verifying Selection Criteria

Carefully review the selection criteria to ensure that they were entered correctly. If any changes need to be made, <TAB> to that criterion and enter the appropriate change. When the selection criteria are verified for accuracy, execute the report by pressing <CR>.

3.2.4 Tally

The Tally feature is used to determine the number of records in the data base that satisfy the selection criteria entered on the selection screen before actually producing the report on-line.

To specify that Inquiry produce a tally enter 'Y' followed by <CR>. Inquiry will search the database and count the number of records that meet the selection criteria.

When 100 facilities have been compared against the selection criteria, Inquiry will display the "Return to Selection Screen".

```
        100 Facilities have been compared against the selection criteria.

        Reading this many records causes long pauses between pages of output.
To increase the efficiency of your inquiries, please be more specific with
your selection criteria.

        If a large selection is necessary, you may want to consider performing
two or more inquiries on subsets of the large selection.




        You have the option of continuing this inquiry or returning to the
selection screen.




                    Return to Selection Screen (y/n): N
```

Figure   3-39. Return to Selection Screen

This screen provides the option of continuing with the specified report or returning to the selection screen to further qualify or refine the selection criteria.

To further qualify the selection criteria "Y" must be entered followed by <CR>. The system will return to the selection screen.

To continue with the report, verify that "N" is entered at the Return to Selection Screen field and press <CR>. Inquiry will continue to search the PCS database until another 100 facilities have been evaluated, at which point, the Return to Selection Screen will reappear indicating that 200 facilities have been compared against the selection criteria. The screen will continue to appear for every 100 facilities until all the facilities meeting the selection criteria have been evaluated. Inquiry will then display the Tally Report.

```
  03/16/89           **** PCS Inquiry - Prompt Mode ****        PCIPHEAR
                        FACILITY DIRECTORY REPORT



   THERE WERE A TOTAL OF 100 FACILITIES CHECKED

   THERE WERE 36 FACILITIES THAT MET YOUR SELECTION CRITERION.










                   End of Report - Press <ENTER> to continue.
```

Figure   3-40. Tally Screen

3.2.5 Producing a Report

The Facility Directory Report may be produced after the Tally Report by pressing < CR >.

If a tally of the records is not desired prior to the report being produced, "N" must be entered at the Tally criterion followed by < CR >.

Inquiry will proceed to display the Facility Directory Report. An example follows:

```
                              FACILITY DIRECTORY

        PERMIT               FACILITY              MAJOR/  PERMIT    PERMIT
        NUMBER                 NAME                MINOR   ISSUED    EXPIRES
      ----------  ----------------------------    ------  --------  ---------


      CT0000086  AMERICAN CYANAMIDE COMPANY      MAJOR  12/12/83  12/12/88
         CITY: WALLINGFORD /T/           COUNTY: NEW HAVEN           STATE: CT
      CT0025291  AMERICAN ELECTRO PRODUCTS INC. MAJOR
         CITY: WATERBURY               COUNTY: NEW HAVEN           STATE: CT
      MA0003361  AMERICAN OPTICAL CORP          MAJOR  06/29/84  06/29/90
         CITY: SOUTHBRIDGE             COUNTY: WORCESTER           STATE: MA
      NH0021229  AMERICAN METAL FABRICATORS     MAJOR  03/27/84  03/27/89
         CITY: HUDSON /T/              COUNTY: HILLSBOROUGH         STATE: NH
      RI0000132  AMERICAN HOECHST CORP.         MAJOR  03/30/82  03/30/87
         CITY: COVENTRY                COUNTY: KENT                STATE: RI




         Cmd_                  PRESS ENTER <CR> TO CONTINUE
```

Figure   3-41. Facility Directory Report Sample Output

The last line of this display indicates that more report output can be obtained. To continue producing
report output, enter < CR >. The next page of the report will be displayed.

Enter "Q" followed by < CR > to end the display of this report. Inquiry will return to the report selection
screen.

When all of the report data has been displayed, the following message will appear: End of Report - Press
< ENTER > to continue. Entering < CR > returns Inquiry to the Facility Directory Selection Screen.
Another report may be selected or Inquiry can be exited.

To end the session, enter "Q" followed by < CR > on the Facility Directory Selection Screen. The system
will exit to the Prompt Mode Main Selection Screen. Entering "Q" on the "CMD:" line will return to the
Inquiry Main Selection Screen where Inquiry is exited from by entering "X" at the "QUIT" line. When the
system returns to TSO, log off the system.

3.3 Command Mode

The Command mode provides the user with the capability to choose groups of permits, at the regional or
the state level, and decide how these permits will be displayed on the screen.

To choose the Command mode from the Inquiry main menu, enter an 'X' beside 'Command Mode for
adhoc queries' as in the following example:

```
06/01/89                                                      PCIPMAIN

              Welcome to the Environmental Protection Agency's

                 Permit Compliance System Inquiry Subsystem


     Mark selection with an 'X' or '?' for Help


                   _ PROMPT Mode for pre-formatted reports

                   X COMMAND Mode for adhoc queries

                   _ MANAGER'S Inquiry

                   _ QUIT - Exit Inquiry
```

Figure   3-42. INQUIRY MAIN Selection Screen

To access the Command mode while in the Prompt mode, type a 'C' at the bottom of the Prompt Mode
Main Selection screen where it says 'Enter selection: ' _____ as in the following example:

```
 09/07/91         **** PCS Inquiry - Prompt Mode ****          PCIPPRMP
                         - Main Selection -


           Report                        Description
        ------------           ------------------------------------
           DIR                  Facility Directory
           FAC                  Facility Overview Report
           PER                  Permit Tracking Report
           ISS                  Inspection Scheduling Report
           INS                  Inspection Report
           SCH                  Compliance Schedule & Violations
           ENF                  Enforcement Action Report
           LIM                  Outfall Limits Report
           DMR                  DMR Overview Report
           HEA                  Evidentiary Hearing Report
           COD                  Code & Description Report
           PCI                  Pretreatment PCS/Audit
           SUM                  Pretreatment Performance Summary


    (Q)uit - to end Inquiry session    (C)ommand - to enter Command Mode



 Enter selection: ____
```

Figure 3-43. PROMPT Mode Main Selection Screen. Allows user to select a particular report.

Press <CR> and the Command Mode Selection Screen will be displayed:

```
 03/14/89         **** PCS Inquiry - Command Mode ****
                        - Selection Screen -



    Selection: _____
    Selection: _____
    Selection: _____
    Selection: _____
    Selection: _____

                    More To Select (y/n): N


                    Sort: _____


           Display: _____
           Display: _____

                    Tally (y/n): N


              Press <ENTER> to Produce Output


    Cmd: _
```

Figure 3-44. COMMAND Mode Selection Screen

The Command Mode Selection Screen is used to select the facilities desired, sort the facilities and choose how the facilities are to be displayed on the terminal screen.

3.3.1 Selection Statements

The first thing the Inquiry system needs to know is which facilities to select. SELECTION STATEMENTS are used to accomplish this. There are 5 'Selection:' lines used to enter selection statements.

In order to use the Command mode, it is necessary to be familiar with the four character PCS acronyms since these acronyms are used for selection statements, sort selections and display statements. The format for all selection statements is:

ACRONYM --> LOGICAL OPERATOR --> VALUE

The ACRONYM can be any valid PCS acronym, the LOGICAL OPERATOR is any valid logical operator and the VALUE is a value related to the acronym in the selection statement.

An example of a selection statement is:

    STTE EQ SC

This example tells Inquiry to select the state equal to South Carolina, where STTE is the acronym for state, EQ is the logical operator EQUAL TO and SC is the value for the state of South Carolina.

If you formatted a selection statement like this:

    STTE EQ 03

Inquiry would not find any matches. The value 03 is not a valid value for the acronym STTE. STTE is the acronym for the two digit state code and 03 is not a valid state code.

More than one selection statement can be used at one time, if necessary. For example, if you want to select all the major municipals in the state of South Carolina you need three selection statements:

    STTE EQ SC

    MADI EQ M

    FTYP EQ M

It is not necessary to specify all three statements. You could ask for all facilities in South Carolina but you would have to look at each one to see if it is a major municipal. It is much more efficient to use all three selection statements so that the system only selects and displays the facilities of interest.

All three statements can be expressed on the same selection line by using a space between each statement, as in the following example:

```
Selection: stte eq sc madi eq m ftyp eq m_____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

There are 5 lines to enter selection statements. As many selection statements as needed can be entered.

Try these:

Problem #1

What would the selection statements be to select all facilities in South Carolina that have an approved pretreatment program and are on final limits?

```
Selection: _____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

Selection:

Problem #2

What would the selection statements be to select all facilities in South Carolina in Aiken county (county code 003) that have an SIC code of 4911 and have a PL 92-500 grant?

```
Selection: _____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

3.3.2 Logical Operators

The only logical operator discussed so far has been EQ (Equal To). There are others. The logical operators that can be used in Inquiry are:

EQ - Equal To

NE - Not Equal To

AL - Alternate

BT - Between

GT - Greater Than

GE - Greater Than or Equal To

LT - Less Than

LE - Less Than or Equal To

- Not Equal To (NE)

Not Equal To (NE) can be used to select facilities for a particular acronym where that acronym has numerous values. NE is used to tell Inquiry to select the facilities that are not equal to the values specified in your selection statements.

For example, the acronym FTYP has 4 values - M (municipals), I (industrials), F (federals) and O (others). To select all facilities that are not municipals, use NE in the following manner:

FTYP NE M

This example tells the Inquiry system to select all facilities where the facility type is not equal to M (municipals).

Try this:

<u>Problem</u>

What would the selection statements be to see all minor municipals in Aiken county, South Carolina (county code 003)?

```
Selection: _____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

- Alternate (AL)

In the situation where an acronym is needed to specify more than one value, EQ cannot be used because this would tell Inquiry to find one facility that has more than one value for the same acronym for the same key data elements. That is not possible.

For example, if you have two or more NPDES permit numbers to be viewed, and EQ is used to specify each of the permit numbers, Inquiry will indicate that no facilities meet the selection criteria.

The problem is that the system is trying to find one facility that is equal to all of the permit numbers. That is not possible since only one permit number can be assigned to each facility. In this case the logical operator alternate (AL) is used in the following manner:

NPID AL SC0000019

NPID AL SC0000043

NPID AL SC0000051

This tells Inquiry to select SC0000019, and/or SC0000043, and/or SC0000051. In INQUIRY, AL can be used only <u>3</u> times for the same acronym in the same Inquiry session. AL applies to any acronym in PCS that has more than one value.

Try this:

<u>Problem</u>

What would the selection statements be to find all the facilities in South Carolina that have had Compliance Biomonitoring inspections, Compliance Evaluation inspections or Compliance Sampling inspections performed for all municipals and industrials?

```
Selection: _____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

- Between (BT)

Between (BT) is used to specify date ranges. For example, to view all the inspections that had been performed for South Carolina for 2nd quarter FY92, the following selection statements are used:

STTE EQ SC

DTIN BT 010192 033192

Try this:

Problem

What would the selection statements be to find all DMR data for 3rd quarter FY92 for South Carolina major municipals?

```
Selection: _____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

- Greater Than (GT)

Greater Than (GT) is used to select a particular acronym and see all of the values that are greater than the value specified in the selection statement. In the structure of PCS, A is the lowest alphabetic value and Z is the highest value. 0 is the lowest numeric value and 9 is the highest value. A blank field is always lower than the alphabetic or numeric values. For example, the acronym PRET (Pretreatment Program Indicator) has four possible values. Y (pretreatment program is required and approved), R (pretreatment program is required but not approved yet), C (covered by another POTW's pretreatment program) and blank means that the facility does not have a pretreatment program.

To see all of the facilities in South Carolina that have a pretreatment program, structure the selection statement in the following manner:

PRET GT ′ ′

To indicate a blank in Inquiry type a single quotation mark, followed by a space, followed by another single quotation mark. When using the logical operator GT, it does not include the value specified in the selection statement. It can also be used for dates for everything greater than a certain date. For a date range, use the logical operator BT.

Try this:

Problem

What would the selection statements be to display all of the facilities in South Carolina with a permit issuance date after March 31, 1992?

```
Selection: _____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

- Greater Than or Equal To (GE)

Greater Than or Equal To (GE) is used in the same manner as GT. The only difference is, GE includes the value specified in the selection statement.

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Try this:

<u>Problem</u>

What would the selection statements be to display all of the South Carolina facilities that have been inspected since January 1, 1992?

```
Selection: _____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

- Less Than (LT)

Less Than (LT) is used to select all the values for a particular acronym that are less than the value specified in the selection statement. For example, to see all the facilities that do not have a pretreatment program, the selection statement would be:

PRET LT C

Like GT, LT does not include the value that is specified in the selection statement.

Try this:

<u>Problem</u>

What would the selection statements be to display all the South Carolina permits that have expired?

```
Selection: _____   <==This
Selection: _____    date
Selection: _____    would
Selection: _____    be the
Selection: _____    current date!
```

- Less Than or Equal To (LE)

Less Than or Equal To (LE) is used in the same manner as LT. The only difference is, LE includes the value specified in the selection statement.

Try this:

<u>Problem</u>

What would the selection statements be to display all the active and inactive permits in South Carolina?

```
Selection: _____
Selection: _____
Selection: _____
Selection: _____
Selection: _____
```

3.3.3 Selection Defaults

Following the selection statements, there is a line that says:

Selection Default(s): REGN EQ 04, IACC EQ A

These are the defaults in effect for INQUIRY. If you are a state user, the default is set up to be your state only. It is therefore not necessary to select your state in your selection statements.

If you are a regional user, the default is set up to be your region. In this case, you would have to select a state in the selection statements, unless you wanted the entire region. The system always defaults to only active permits. To look at inactive permits, you have to specify inactive permits in the selection statements.

The next line after the defaults is:

More To Select (y/n): N

If 'YES' (Y) is the response to this statement, the system will display more selection lines. This feature is used only if the first 5 selection lines are not enough and additional selection lines are required to complete the selections.

3.3.4 Display Statements

After the facilities, in which you are interested, are selected you are ready to tell Inquiry what to display on the terminal. To accomplish this, use the 'Display:' line to start listing the acronyms to see the output, as in the following example:

```
Display: npid fnms madi ftyp_____
Display: _____
```

This Display statement tells Inquiry to display the NPDES permit number, facility name, major discharge indicator and the facility type for the facilities that you are selecting. The acronyms specified on the display line become the headers when the data is displayed on the terminal, as in the following example:

```
NPID      FNMS                          MADI FTYP
SC0000043 GRANITEVILLE CO/GREGG WATER PT       I
SC0000051 GRANITEVILLE CO/WATER PLANT          I
SC0000141 CORNELL-DUBILIER MARKETING INC   M   I
SC0000175 US DEPARTMENT OF ENERGY          M   F
```

There are 2 display lines available to enter acronyms. As many acronyms as needed can be used, however, the screen is limited to displaying only 80 characters of data, so be aware of the length of the data elements being displayed. In the above example, NPID is 9 characters, FNMS is 30 characters, MADI is 4 characters and FTYP is 4 characters. Inquiry is automatically going to insert one space between data elements, so include that space in the 80 character limit. This example displays a total of 50 characters including one space between data elements.

If you are unsure of the length of a data element, Appendix B in the PCS Generalized Retrieval Manual has the field size for the acronyms for PCS. Look under the column heading 'QL Short Head Size' to find the length appropriate for INQUIRY.

One of the limitations of Inquiry is that you cannot display data from more than one data family in an Inquiry session. For example, if you tried to display compliance schedules and limits data like this:

```
Display: npid fnms csch evnt dtsc dtac pdsg pram_____
Display: _____
```

The error message 'DISPLAY/SORT OF UNRELATED DATA GROUPS' would appear at the top of the screen.

3.3.5 Sort Statements

After the selection statements and display statements have been entered, Inquiry can be told how you want the output sorted. To do this, use the line that says 'Sort:' to list the acronyms in the order that you want the display sorted, as in the following example:

```
Sort: madi npid _____
```

This is telling Inquiry to display the output sorted first by the Major Discharge Indicator (MADI), then by NPDES Permit Number (NPID). MADI has two values, blank to indicate the permit is a minor permit and M to indicate the permit is a major permit. First, Inquiry will sort the permits by the MADI, then it will sort by NPID, within each value of MADI. The output will display all minors sorted by NPID, then it will display all majors sorted by NPID. You can sort by as many acronyms as the Sort line will contain. Sort statements are not required in order to use INQUIRY, however, if you do not sort the output, the display will be in a random order.

3.3.6 Tally

After the Sort statements, there is a line that asks if you want to tally your display:

Tally (y/n): N

The default for this statement is No (N). If you change the response to Yes (Y), then you will get a tally of the number of records that will be displayed on the terminal.

The following is an example to show how all the statements are put together.

Example:

You are responsible for sub-region LS in South Carolina. You want to see all the municipals and industrials in your sub-region that do not have PL 92-500 grants and have issued permits. The information you want displayed on the terminal is the permit number, facility name, major discharge indicator, facility type, permit issuance date and the permit expiration date. You want the data sorted by facility type and facility name.

```
┌─────────────────────────────────────────────────────────────────┐
│  03/14/89          **** PCS Inquiry - Command Mode ****          │
│                        - Selection Screen -                      │
│                                                                  │
│                                                                  │
│  Selection: stte eq sc ftyp al m ftyp al i fdgr ne $ subr eq ls  │
│  Selection: perd gt 010170_____     │
│  Selection: _____     │
│  Selection: _____     │
│  Selection: _____     │
│                                                                  │
│              Selection Default(s): REGN EQ 04, IACC EQ A         │
│                                                                  │
│                     More To Select (y/n): N                      │
│                                                                  │
│                     Sort: ftyp fnms_____                  │
│                                                                  │
│        Display: npid fnms madi ftyp perd pere_____    │
│        Display: _____     │
│                                                                  │
│                        Tally (y/n): N                            │
│                                                                  │
│                   Press <ENTER> to Produce Output                │
│                                                                  │
│  Cmd: _                                                          │
└─────────────────────────────────────────────────────────────────┘
```

Figure   3-45. COMMAND Mode Selection Screen

After you have typed all of your statements, you have to press the < CR >. Inquiry will check the selection, display and sort statements for any errors. If there are no errors, this screen will remain the same. If you type everything in small letters, as in the example above, the letters will change to capitals as in the example below:

```
 03/14/89          **** PCS Inquiry - Command Mode ****
                          - Selection Screen -


  Selection: STTE EQ SC FTYP AL M FTYP AL I FDGR NE $ SUBR EQ LS____
  Selection: PERD GT 010170_____
  Selection: _____
  Selection: _____
  Selection: _____

            Selection Default(s): REGN EQ 04, IACC EQ A

                     More To Select (y/n): N

                  Sort: ftyp fnms_____

      Display: NPID FNMS MADI FTYP PERD PERE_____
      Display: _____

                        Tally (y/n): N

              Press <ENTER> to Produce Output

  Cmd: _
```

Figure 3-46. COMMAND Mode Selection Screen

When Inquiry has finished checking the statements for errors, press < CR > a second time to produce the report. When < CR > is pressed the second time, the screen will change to inform you that it is processing your request, as in the following example: